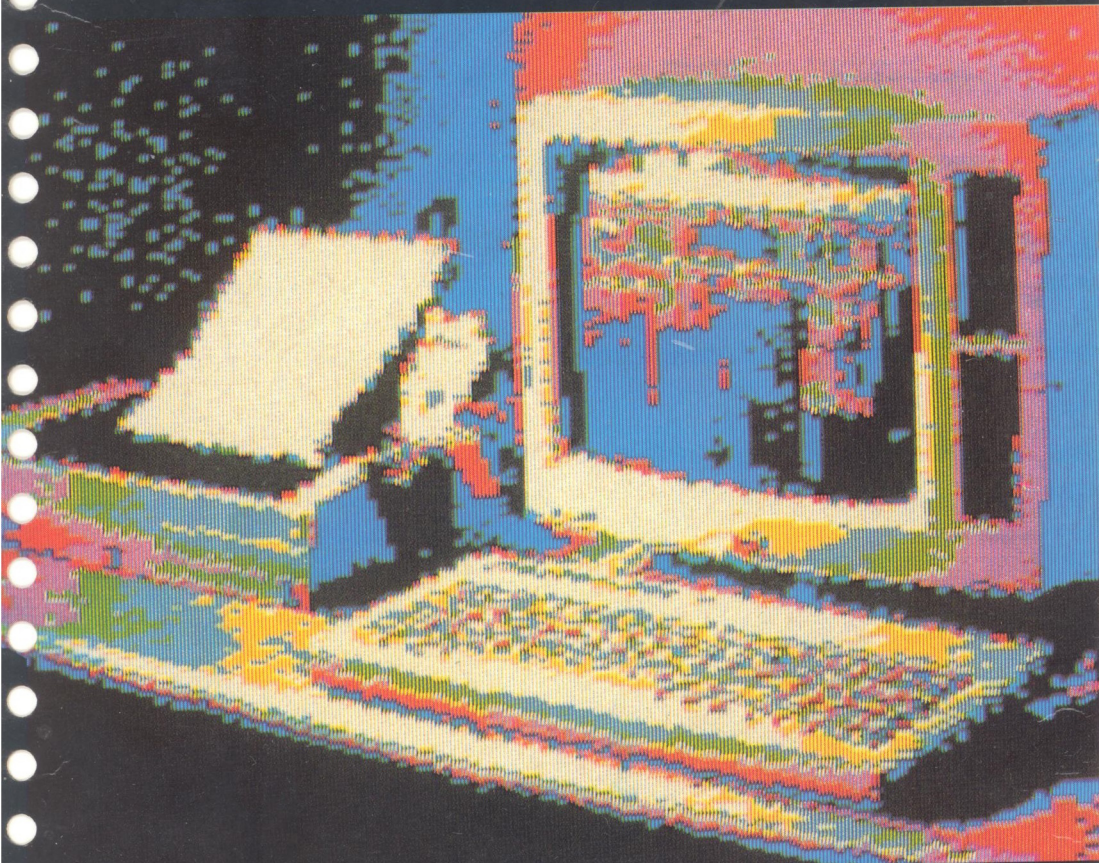


15 Hour Word Processing Using the Amstrad Word Processor



Anna Ruthven
National Extension College

**15 HOUR
WORD PROCESSING
USING THE
AMSTRAD WORD PROCESSOR**

Anna Ruthven

National Extension College

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Introduction

15 Hour Word Processing Using the Amstrad Processor can be used with the Amstrad PCW8256 (the single disk drive) or the Amstrad PCW8512 (the double disk drive) as both these Amstrad computers run the word processing software Locoscript.

The book is aimed at the new Amstrad Locoscript user at the office, college or home, who wishes to use and understand the most useful features of their Amstrad word processor as quickly as possible. It is not meant to be a substitute for the manual but rather a training course in Locoscript word processing.

The book is self-pacing and self-teaching. If you only want to learn the basic start-up procedure and text editing functions then the elementary section will be sufficient for you. If, however, you want to cover a full range of business applications from text input to creating headers and footers, then the elementary, intermediate and advanced sections should be worked through.

General points

- Regarding the disk drive/s; when inserting the Locoscript program (the word processing software) if you are using a double disk drive insert the disk into the top disk drive (known as Drive A) if you are using a single disk drive, insert the disk so that side 1 is pointing to the left of the disk drive.
- Do *not* insert your disk until the computer has been switched on. Do *not* switch off the computer with your disk still in the disk drive.

- Do *not* press the eject button (the button at the side of your disk drive) in order to remove a disk from the disk drive whilst the red light is showing — indicating that work is being loaded from the disk or saved on to disk. Wait for the light to go out, for any ‘whirring’ noises to cease and the instruction ‘Printer Idle, Using None’ to appear on the top right of your screen status line — then you can press the eject button and remove your disk from the disk drive.
- There are two special keys either side of your space bar which look like a plus and minus key. These keys are used with certain menu commands. When an instruction reads PRESS: **PLUS CODE KEY** it means press the plus key immediately to the left of the space bar. When an instruction reads PRESS: **MINUS CODE KEY** it means press the minus key immediately to the right of the space bar.

Note to trainers and teachers

It would be most helpful for your trainees if you save on to disk the Elementary section exercises – so that your trainees can commence using Locoscript straight away rather than having to input the exercise prior to using a function or command.

Whilst great care has been made to ensure that this book is accurate, software is constantly being updated and can vary in operation from machine to machine. Therefore, the author and publisher shall not be liable for any loss or damage whatsoever arising from the use of information contained in this book, or for any error or omission in this book.

Elementary section

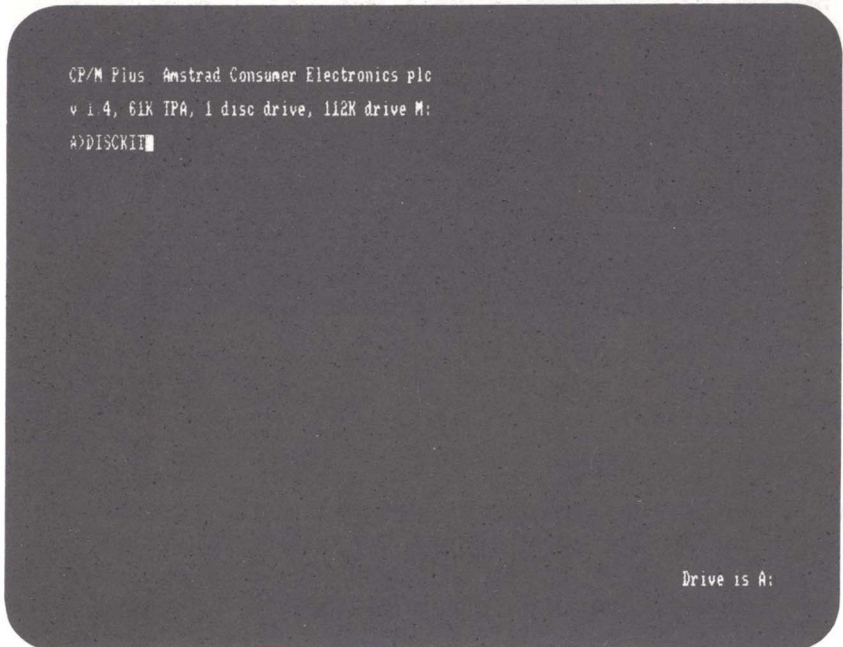
Section 1

1.1 Creating a Start-of-Day Disk

In order to complete this course you will need to have your Amstrad word processor set up and working. You will also need to make a copy of the Locoscript word processing software – known in your manual as creating a Start-of-Day Disk.

To make a copy of your Locoscript word processing software, you will need to have bought a blank disk. *Note:* The system will format your blank disk at the same time as copying Locoscript on to it.

- 1 Switch on your computer.
- 2 Insert your system disk with side 2 pointing to the left.
- 3 On screen you should see: A > (known as your A prompt).



```
CP/M Plus  Amstrad Consumer Electronics plc  
v 1.4, 64K I/O, 1 disc drive, 112K drive M:  
ADDISKIT
```

Drive is A:

Photo 1 shows the screen with A> and DISCKIT typed in.

4 At A >

➤ TYPE: **DISKIT**

➤ PRESS: **RETURN**

On screen you will then see the options available to you from the systems disk. Notice that they refer to **f5/f6**, etc. This refers to the function keys or 'f' keys. You will find all the 'f' keys just to the right of the **RETURN** key on your keyboard.

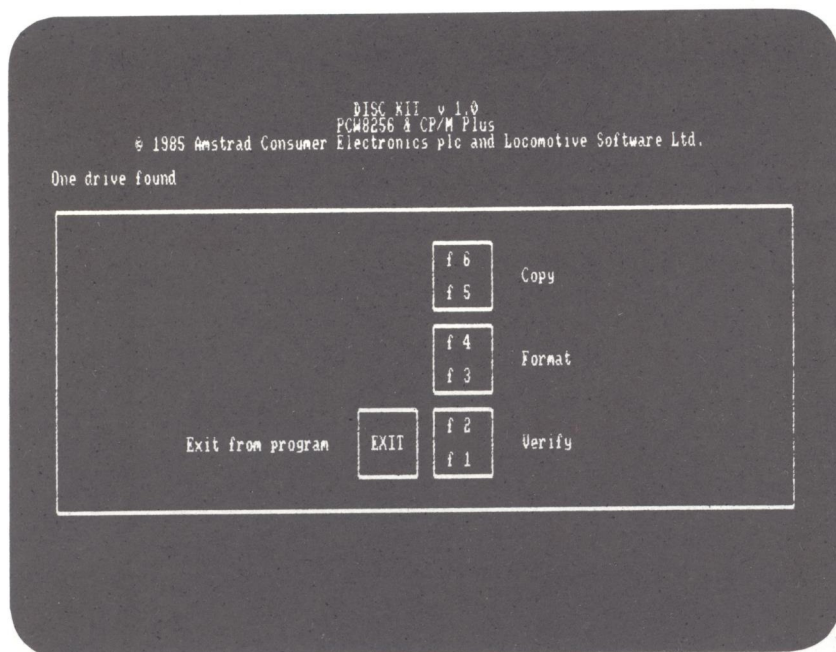


Photo 2 shows the 'f' options available to you.

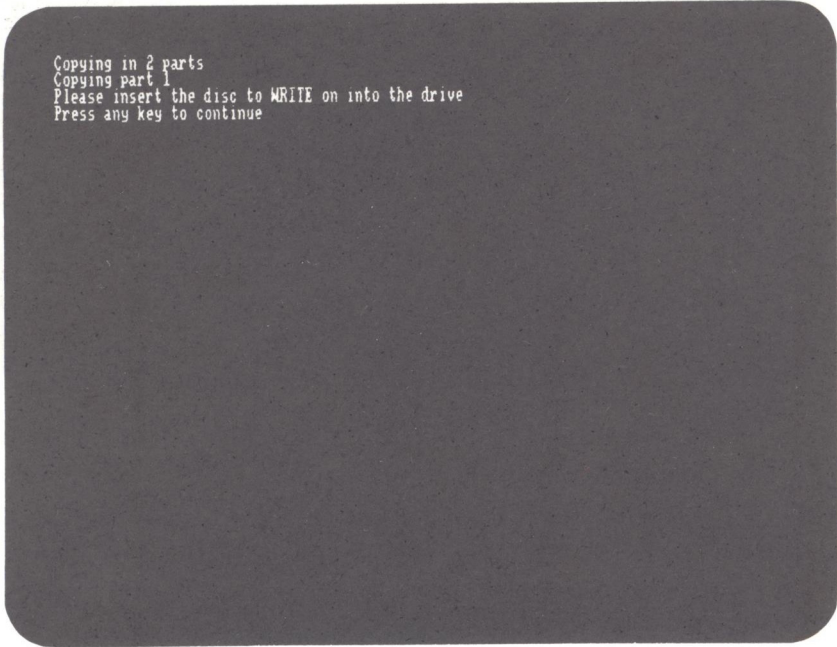
5 To make a copy:

➤ PRESS: **f5/f6**

6 You will then be asked to confirm that you want to make a copy. At this point, remove the system disk (side 2), i.e., PRESS eject button on side of disk drive and place the Locoscript disk in the disk drive with side 1, pointing to the left.

7 TYPE: Y

8 The copying takes place in two halves. Tracks 0-20 will be copied first. On the screen you will see the figures 0-20 appear. At 20 another screen message will appear 'Insert disk to WRITE'. Remove Locoscript disk from your disk drive and insert your blank disk with side A (or side 1) pointing to the left.

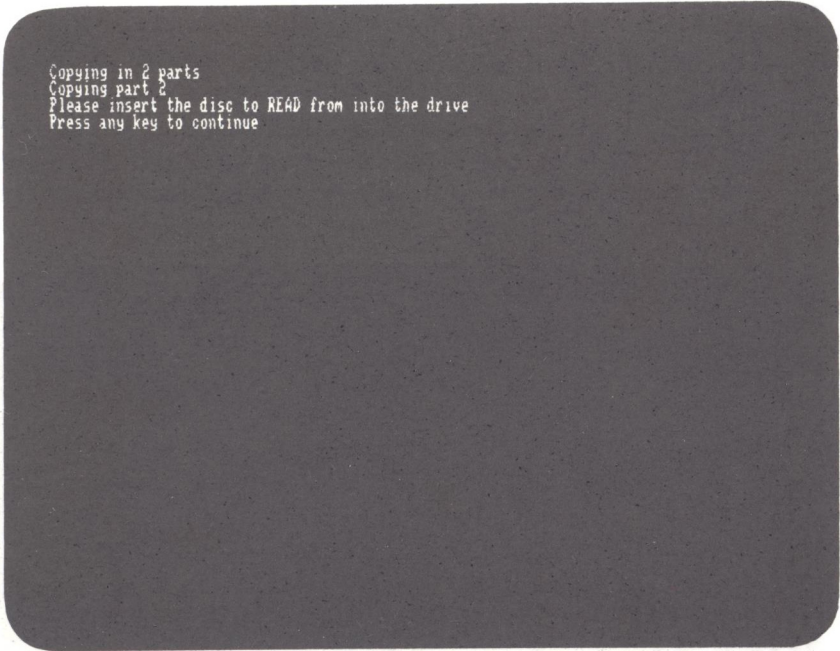


```
Copying in 2 parts  
Copying part 1  
Please insert the disc to WRITE on into the drive  
Press any key to continue
```

Photo 3 shows the screen after the first half of Locoscript has been copied into the computer's memory ready for transfer to your disk.

9 PRESS: any key to continue.

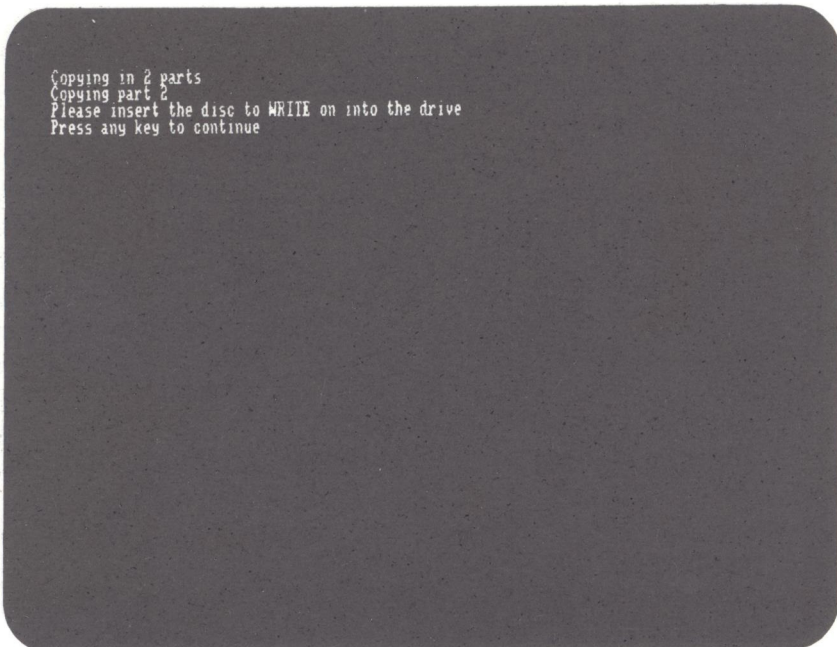
The numbers 0-20 will appear on your screen as they are copied on to your blank disk. After '20' has appeared the screen message 'Remove your disk from the disk drive and insert disk to READ' will appear.



```
Copying in 2 parts  
Copying part 2  
Please insert the disc to READ from into the drive  
Press any key to continue
```

Photo 4 shows the screen after the first half of Locoscript has been copied on to your disk.

- 10 Remove your disk from the disk drive. Re-insert the Locoscript disk, i.e., with side 1 pointing to the left.
- 11 PRESS: any key to continue.
- 12 Numbers 21-40 will now appear on your screen. After '40' has appeared, you will be prompted to insert your disk.
- 13 Remove the Locoscript disk. Re-insert your blank disk again with side A (or side 1) pointing to the left.
- 14 PRESS: any key to continue.
- 15 Numbers 21-40 will now appear on your screen as these tracks are finally copied on to your disk. After '40' has



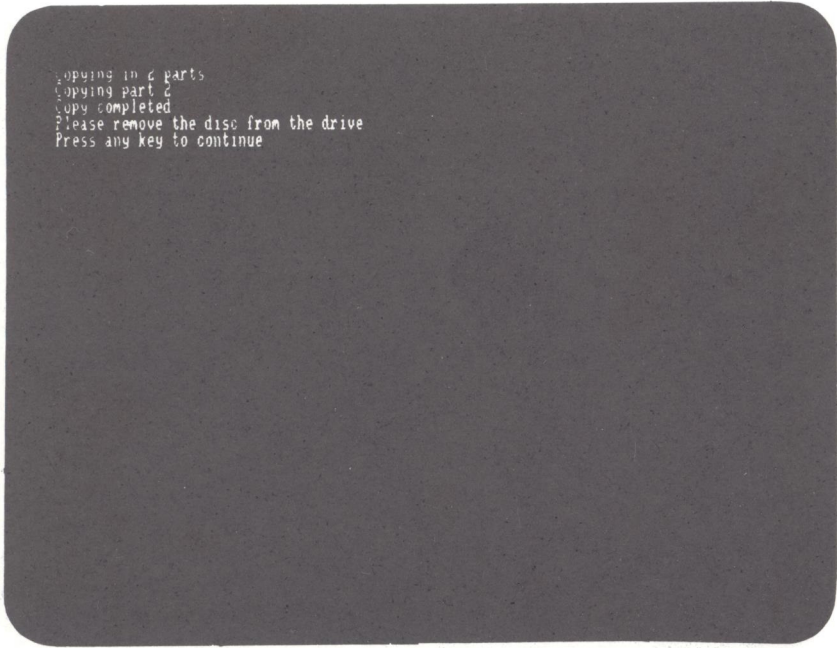
```
Copying in 2 parts  
Copying part 2  
Please insert the disc to WRITE on into the drive  
Press any key to continue
```

Photo 5 shows the screen after the second half of Locoscript has been copied into the computer's memory ready for transfer to your disk.

appeared you will see the screen message: 'Disk copy complete. Remove disk. Press any key to continue'.

- 16 Remove your disk, this is now your 'Start-of-Day Disk'.
PRESS: any key.

On screen you will see the 'f' options' again. It is advisable at this point to make a copy of the system disk, i.e., side 2, and also to make a copy of the other software which has come with your Amstrad, i.e., the programming utilities and Dr Logo software. Remember you can use both sides of your blank disks to make your copies on. Remember also to label your copies. Use these copies on your system and not the originals. You should keep the original software in a safe place.



```
Copying in 2 parts
Copying part 2
Copy completed
Please remove the disc from the drive
Press any key to continue
```

Photo 6 shows the screen after the second half of Locoscript has been copied on to your disk.

When you have finished making copies:

- » PRESS: **EXIT** and you will be returned to the A>.
- » Insert your newly created 'Start-of-Day Disk' in your disk drive.

To commence word processing with Locoscript:

PRESS: **SHIFT** , **EXTRA** and **EXIT** at the same time, i.e. held down together, and Locoscript should start for you. However, if you have switched your computer off, then follow the instructions on 'Start-up procedure' in 1.2.

1.2 Start-up procedure

- » Switch on your computer.
- » Insert your Start-of-Day Disk in the disk drive.

Note: You always start up by inserting your Start-of-Day Disk. On screen you will see the Disk Management Screen.

1.3 Disk Management Screen

You always start and finish your word processing via the Disk Management Screen.

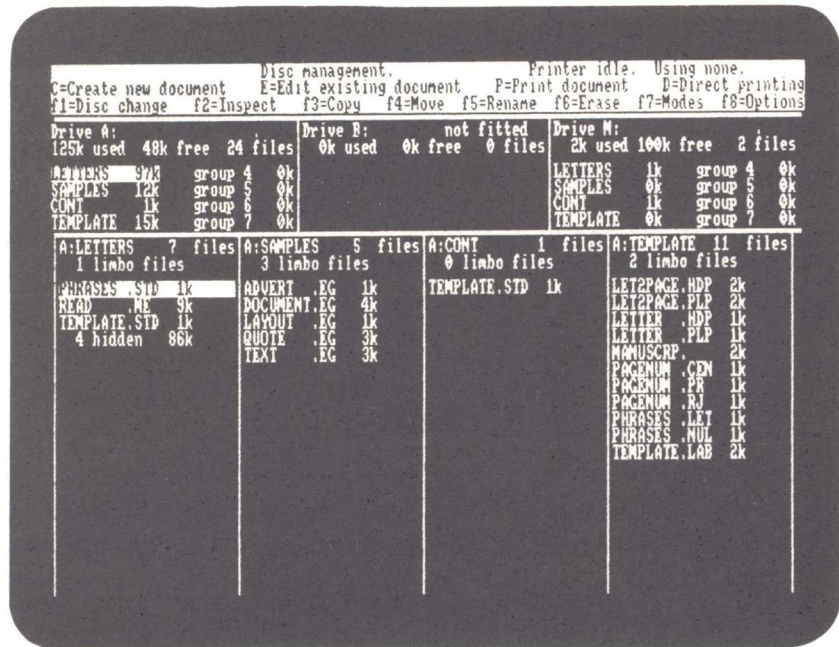


Photo 7 shows the Disk Management Screen.

Have a look at the top of your screen – notice it says DISK MANAGEMENT. PRINTER IDLE. USING NONE. This information tells you what screen you are using, whether the printer is being used or not, and 'using none' means that nothing is being saved or loaded from the disk drive.

Notice the Information Line below the heading. This informs you that by TYPING: C, E, P or D you can create a document (or file), edit a file that has already been saved on to disk, print a file or use the printer as a typewriter by moving into 'Direct Printing Mode'.

The 'f' keys have disk management functions in this screen. Disk management is covered in section 6.

You have two cursors on the Disk Management Screen. The cursors are the green highlight bars. In the top half of your screen the cursor is in the 'Group Section' and is moved by pressing the **SHIFT** and arrow keys (on the right of your keyboard). The file cursor in the lower half of the screen is moved by pressing the arrow keys.

Now look at the details of the disk drives:

- Drive A refers to your disk drive.
- Drive B is the lower disk drive for double disk drive users.
- Drive M is a section of memory.

1.4 Editing a document

Your Start-of-Day Disk has some ready-made exercises and templates for you. Using your group cursor(**SHIFT** plus arrow keys) move to group Template. Notice that the file cursor has now moved to LET2PAGE.HDP. To have a look at this document opt for Edit.

» TYPE: E (if you make an error, PRESS: **CAN** — the cancel key which is above **f7/f8** to the right of your keyboard.) A 'window' will open asking you to confirm that you want to Edit this document.

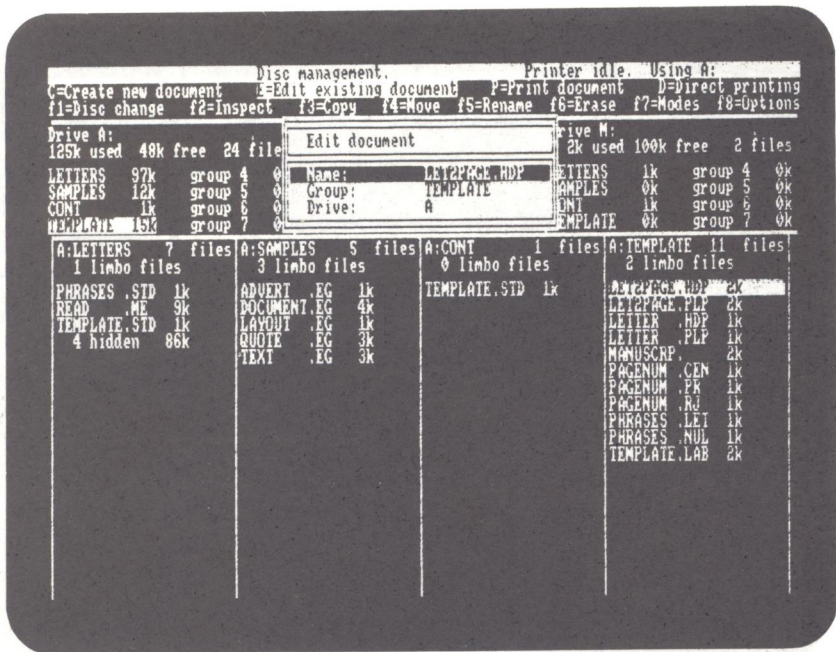


Photo 8 shows the Edit Document Menu.

➤ PRESS: **ENTER** (This is to the far right, bottom row of keys.)

Your screen will then move into Editing Text Screen and on the screen will be the document called LET2PAGE.HDP. Have a look at this and then return to the Disk Management Screen. To do this:

➤ PRESS: **EXIT**

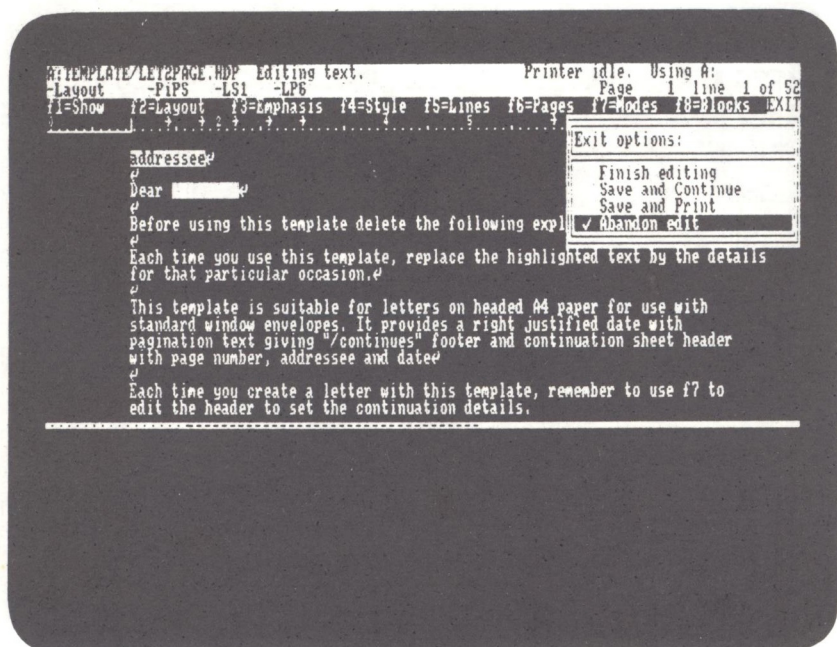


Photo 9 shows the Exit Menu.

A 'window' will open offering you the 'Exit Options'. Move the highlight bar with your cursor key down to 'Abandon Edit'.

➤ PRESS: **ENTER**

When you are returned to Disk Management Screen, you might like to spend a few minutes moving your group cursor and file cursor around your screen and retrieve documents by TYPING: **E** followed by PRESSING: **ENTER** . To 'Abandon the Edit', PRESS: **EXIT** then move the cursor to 'Abandon Edit' and PRESS: **ENTER** .

1.5 Creating a document

In the elementary section of this book it is presumed that you will save your documents on to the Start-of-Day Disk. If you are not

going to do this, then you will need to format another blank disk to use as your Data Disk. Instructions on formatting disks are given in section 6.1. If you are going to use a data disk, then remove your Start-of-Day Disk, insert your data disk and PRESS: **f1** to show that there has been a change of disk.

Now you are going to create a new document. Move your group cursor to 'CONT' (for Continuous text).

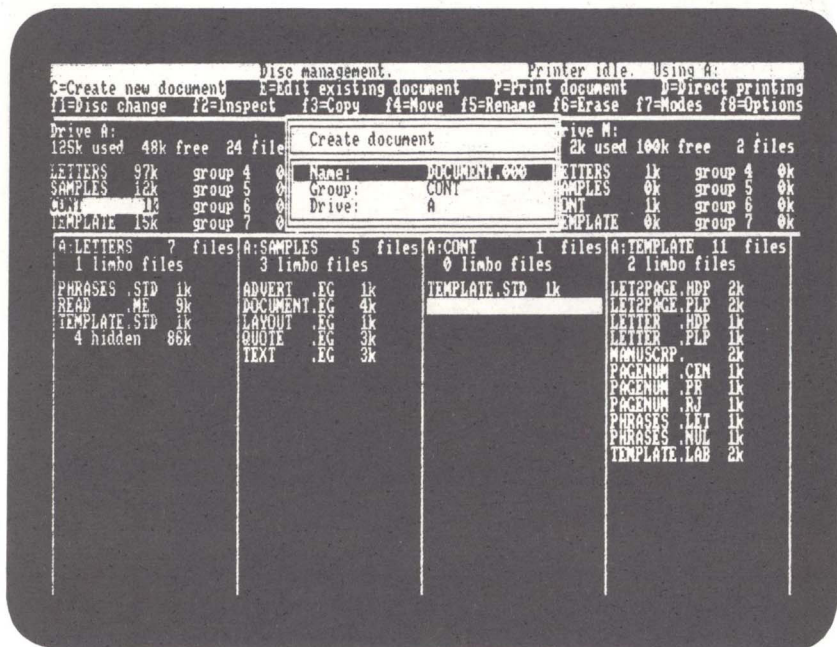


Photo 10 shows the Create Document Menu.

» TYPE: C

On screen a 'window' will open with the group name and a suggestion for the name of this document. Give this document the name LESSON.001. With the cursor on NAME,

» TYPE: LESSON.001

» PRESS: **ENTER**

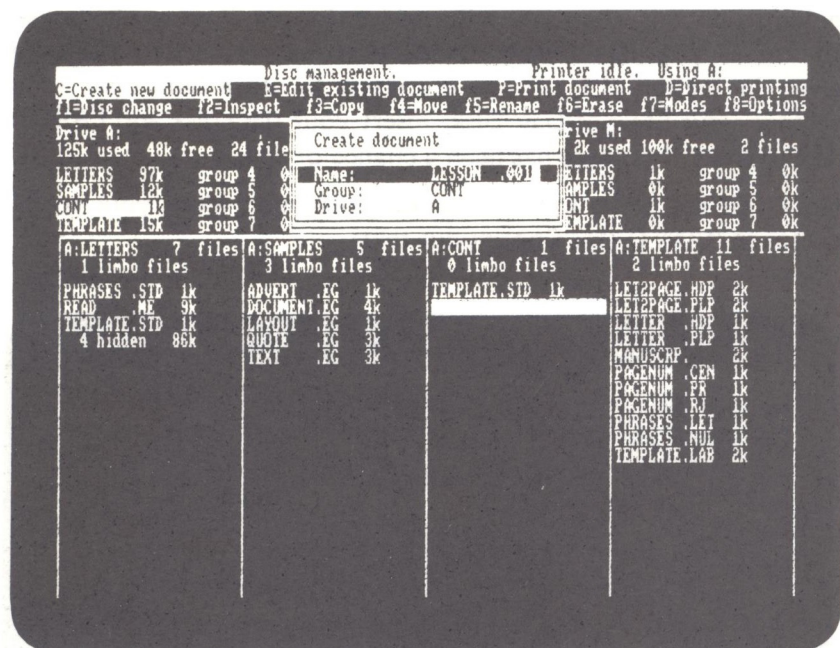


Photo 11 shows LESSON.001 typed in on the Create Document Menu.

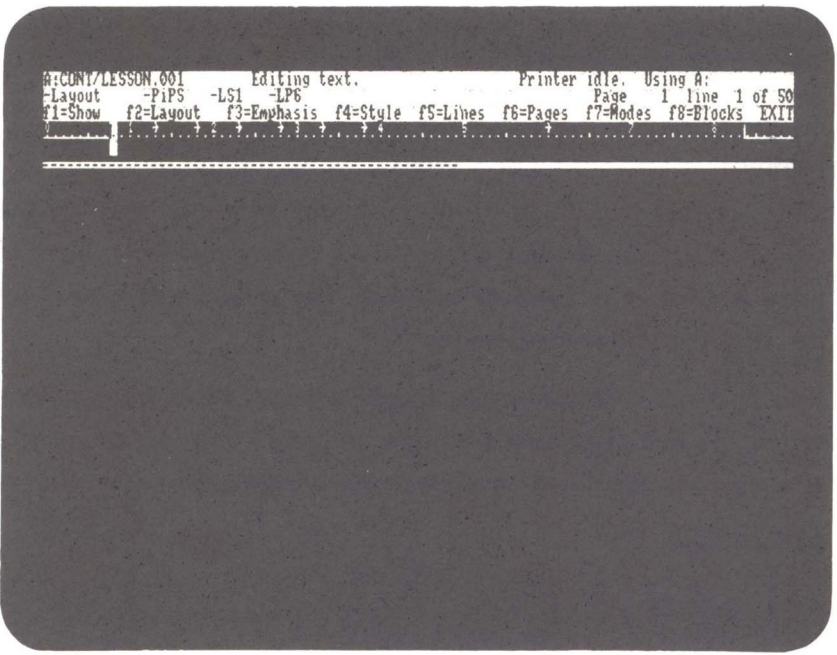
You will now be in Editing Text Screen (see photo 12).

1.6 Status line

Your status line is at the top of your screen. It tells you that you are using Drive A and that the group is Group Cont and the file is called LESSON.001. Notice it also tells you that the printer is idle and that you are using Drive A.

More information is then given about the layout of your document. This informs you that the pitch (type) is proportional spacing (PS), i.e., the letter 'w' will take up more space than the letter 'i', the line spacing is single line with 6 lines of text to the inch. Your cursor (the green flashing rectangle) is on line 1.

Finally your status line tells you about the 'f' keys in this mode. Notice they have different functions from the Disk Management Screen. If you like, press these function keys, for example, **f3** is



```

A:CONT/LESSON.001      Editing text.      Printer idle. Using A:
-LAYOUT      -PiPS      -LS1      -LP6      Page 1 line 1 of 50
f1=Show      f2=Layout  f3=Emphasis f4=Style f5=Lines f6=Pages f7=Modes f8=Blocks EXIT

```

Photo 12 shows the Editing Text Screen.

the Emphasis Menu allowing you to underline or embolden text. When you have had a look at this menu cancel it, PRESS: **CAN** . (You will be using all these different functions as you progress through the course.)

1.7 Ruler line

The ruler line shows you your margins which are presently 5 and 85. *Note:* The full figures are not given on the ruler line, i.e. 4 means 40, etc. The little arrows on your ruler line are tab stops.

1.8 Inputting text

Please type in (also known as inputting or keying-in) Lesson 1. Do not PRESS: **RETURN** at the end of each line. However, PRESS: **RETURN** twice at the end of the first paragraph. Do not worry

if you make a mistake; you will learn how to make corrections at the end of the exercise.

Lesson 1

The Amstrad PCW8256 word processor offers a wrap-around system which means that when you are typing you do not have to press Return at the end of each line, the system will move your cursor down to the next line for you.

You only press Return at the end of a paragraph when you need to create a line space, you then have to press Return twice in order to leave one clear line of space between paragraphs.

End of text.

1.9 Cursor control

You will have noticed that as you were typing the cursor moved along with the text. It is important that you know how to move your cursor around your text as quickly as possible. Try out the following cursor moves.

Cursor control, character-by-character

➤ PRESS: the arrow keys on the right of your keyboard to move the cursor one character at a time to the right, left, down a line and up a line.

➤ PRESS: **CHAR** key (on the far right of the keyboard) to move the cursor to the right character-by-character.

➤ PRESS: **CHAR** and **ALT** key (left side of keyboard) to move the cursor to the left character-by-character back through your text.

➤ PRESS: **SHIFT** plus the arrow key/s and your cursor will move down 20 lines, up 20 lines or across 40 spaces.

Cursor control word-by-word

- PRESS: **WORD** key (**SHIFT** plus **CHAR** key) to move the cursor word-by-word through your text.
- PRESS: **WORD** and **ALT** key (i.e., **SHIFT** plus **CHAR** plus **ALT**) to move the cursor word-by-word to the left.

Cursor control, end of line

- PRESS: **EOL** key (End Of Line key — next to **f5/f6** on your keyboard) and your cursor will move to the end of your line.

Cursor control, beginning of line

- PRESS: **SHIFT** and **EOL** key to move cursor to the beginning of the next line.

Cursor control, paragraph-by-paragraph

- PRESS: **PARA** key and your cursor will move to the beginning of the next paragraph.
- PRESS: **PARA** and **ALT** key and your cursor will move to the top of the previous paragraph.

Cursor control, bottom of page

- PRESS: **PAGE** key to move cursor to the bottom of the page of text you are working on.

Cursor control, bottom of document

- PRESS: **DOC** key (i.e. **SHIFT** plus **PAGE** key) to move cursor to the bottom of your text — useful for multi-page documents. If, however, you want to interrupt this command, PRESS: **STOP** and then either PRESS: **ENTER** to continue or PRESS: **STOP** to confirm that you want to end the command **DOC** .

Cursor control, top of document

➤ PRESS: **DOC** and **ALT** to move cursor to the top of your document.

Text editing

Throughout this course you have to carry out text editing. If you are not familiar with some of the text editing signs, e.g. l/c = lower case (small letter); u/c = upper case (capital letter), etc., have a look at Appendix 2 which lists some of the more common text correction signs and their meaning.

You will see from the amended text that you are now required to delete some characters and words. Read sections 1.10 and 1.11 on deleting before carrying out this editing.

1.10 To delete a character

➤ PRESS: **DEL→** to delete the character at the cursor and to the right of the cursor. Holding this key down has a repeat action and will continue to delete characters to the right of the cursor.

➤ PRESS: **←DEL** to delete characters to the left of the cursor. Holding this key down has a repeat action and will continue to delete characters to the left of the cursor. The **←DEL** key will also delete a blank line.

1.11 To delete an entire line of text or block of text

➤ Move your cursor to the beginning of the text you want to delete.

➤ PRESS: **CUT**

➤ Move your cursor to the space after the last word in the text you want to delete (notice the highlighting). *Note:* Use down arrow cursor key if there is more than one line to highlight for cutting.

➤ PRESS: **CUT**

Note: If at the third step above, you find you have moved the cursor too far when marking out the text to be deleted, you can use your arrow cursor key to move back to the correct point. If you have second thoughts and decide you do not want to carry out the deleting operation, PRESS: **CAN** in order to cancel the command.

Now make the deletions asked for in the exercise below – but please do not delete the whole exercise as you will be inserting text into the exercise shortly. *Note:* You may find that your text ‘breaks’ as a result of deleting text. If this happens, PRESS: **RELAY** (bottom right of keyboard) and this will realign your text for you.

Lesson 1

The Amstrad ~~PCW8256~~ word processor offers a wrap-around system which means that when you are typing you do not have to press Return at the end of each line, the system will move your cursor down to the next line ~~for you~~

You only press Return at the end of a paragraph when you need to create a line space, you then ~~have to~~ press Return twice in order ~~to leave one clear line of space between paragraphs.~~

End of text.

1.12 Inserting a word or sentence

Move to the point in the text where you want to insert the extra text and just type it in. Do not worry if the line breaks; remember to realign your paragraph by PRESSING: **RELAY**

1.13 Text editing, overwriting or replacing characters or words

To overwrite a character or word you must first delete it and then type in the new text, i.e., use the **DEL→** and **←DEL** keys to delete the character/s and then just type in the correction.

Further editing of Lesson 1; please amend as follows:

Lesson 1

- σ The Amstrad Word Processor offers a ^{word wrap}~~wrap-around system~~ which means that when you are typing you do not have to press Return at the end of each line, the system will ^{automatically} move your cursor down to the next line.

You only press Return at the end of a paragraph when you need to create a line space, ^{known as a hard space,} you then press Return twice.

End of text.

1.14 Relaying paragraphs

- » PRESS: **RELAY** key to realign your paragraphs or,
- » PRESS: **PARA** key. This will relay your paragraphs and then move your cursor to the start of the next paragraph.

1.15 Exit

You do not need to print this first exercise — that will come into the next lesson but as you have now finished your text editing you need to leave 'Editing Text Screen'. To do this:

- » PRESS: **EXIT**

When the 'Exit Options' menu appears, move your cursor to 'Finish Editing'. This means that your document will be saved on to your disk.

➤ PRESS: **ENTER**

On screen you will then see the Disk Management Screen and saved in the Group called 'CONT' will be your document LESSON.001

1.16 Closing down the system (exiting)

If you have finished word processing for the day this is the procedure for closing down your system from the Editing Text Screen:

➤ PRESS: **EXIT**

➤ Select your option from the 'Exit Options' menu.

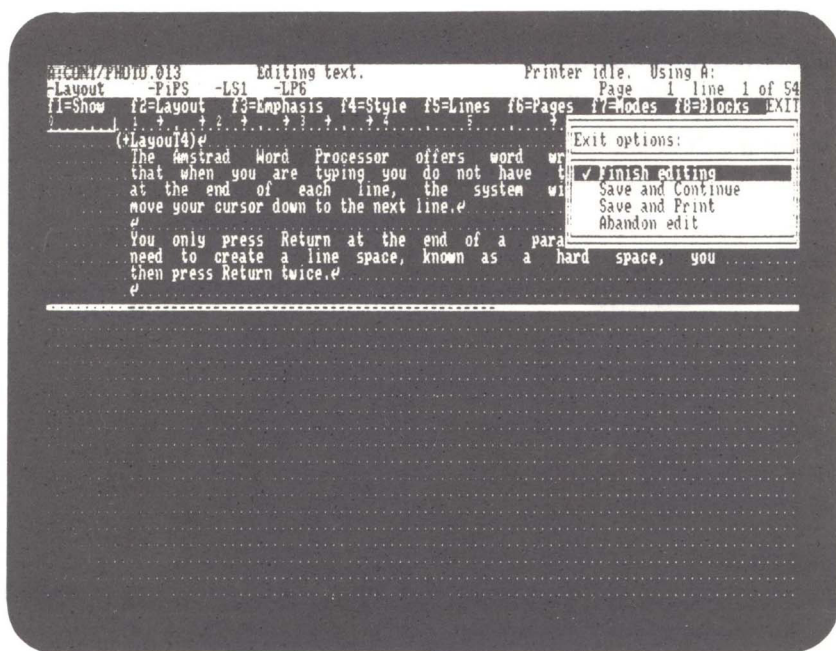


Photo 13 shows the Exit options menu with 'Finish Editing' highlighted.

➤ PRESS: **ENTER**

When the Disk Management Screen appears with 'Using None' displayed in the upper right hand corner, i.e., it is not using the disk drive and the printer is idle:

➤ Make sure that the disk indicator light is off.

➤ Press the eject button on the disk drive in order to remove your disk.

➤ Remove disk and switch off computer.

Note: Never switch the computer off, or on, with a disk in the disk drive.

Review of Section 1

Start up procedure

➤ Switch on computer.

➤ Insert Start-of-Day Disk.

Editing a document

When in Disk Management Screen,

➤ Place file cursor on document you want to edit.

➤ Type: E

➤ PRESS: **ENTER** to confirm that it is the correct document.

Creating a document

When in Disk Management Screen,

➤ Select group you want the document to be filed under.

➤ TYPE: C and then type in the name of the document.

➤ PRESS: **ENTER**

CAN key

Pressing **CAN** key cancels a command, e.g., if you have pressed a function key and then decide that you do not want to carry out the function, just PRESS: **CAN** .

Cursor control

Arrow keys and **CHAR** key move cursor character-by-character.

WORD key moves cursor word by word.

EOL (End of Line) key moves cursor to end of line.

LINE key moves cursor to beginning of next line.

PARA key moves cursor to beginning of next paragraph.

DOC key moves cursor to end of document.

PAGE key moves cursor to end of page.

Using the **ALT** key plus these cursor control keys usually puts these functions into reverse, i.e., **ALT** plus **DOC** key moves cursor to top of document.

Deleting text

Characters, words and blank spaces can be deleted by using the **DEL->** and **<-DEL** keys.

Blocks of text and lines of text can be deleted using the **CUT** key, i.e.

➤ PRESS: **CUT** at the start of the block to be deleted.

➤ Move cursor to the end of the text to be deleted.

➤ PRESS: **CUT** again.

Inserting text

Text can be inserted into a document by just typing it in.

Overwriting text

Delete character/s with **DEL->** and **<-DEL** keys, then type in new text.

RELAY key

Pressing **RELAY** key realigns the document after text editing.

Exiting and closing down the system

To exit from a document:

➤ PRESS: **EXIT** and then select the option you want from the 'Exit Options Menu'.

➤ PRESS: **ENTER**

At Disk Management Screen, once the red light is off and you have the 'Printer Idle, Using None' sign,

- Remove your disk.
- Switch off the computer.

Consolidation exercise

From Disk Management Screen, create a new document called LESSON.Ø1A.

In Editing Text Screen, input the following:

When you have completed the elementary features of this book you should feel confident about starting up with your Amstrad; inputting text, making corrections, moving blocks of text, centring headings, resetting margins, indenting for paragraphs, saving files and printing.

End of text.

Now make the following deletions and insertions to your text.

u/c When you have completed the elementary ^{section} features of this book ^{word processor} you should feel confident about starting up with your Amstrad; ^{deleting blocks of text, h} inputting text, making corrections, moving blocks of text, ^{centring} headings, resetting margins, indenting for paragraphs, ^{emboldening, underlining,} saving files and printing.

End of text.

When you have made the corrections to your text, exit from the Editing Text Screen and then close down your system.

Make sure you are confident about using the cursor keys and basic text editing functions before commencing Section 2.

Section 2

Create a document in Group Cont called LESSON.002. If you cannot remember how to create a document follow the instructions below:

» In Disk Management Screen, place group cursor on 'CONT' Group.

» Type: C

Next to 'Name' on the Create Document Menu,

» TYPE: LESSON.002

» PRESS: **ENTER**

2.1 Text editing

When you are in Editing Text Screen would you please input the following:

Lesson 2

There are many different word processing packages on the market offering the user the ability to input, save, retrieve and print text and the text editing functions of delete and insert. Moving blocks of text, copying blocks of text and deleting blocks of text are also quite standard. Other standard features include: altering margins, line spacing, centring and indenting paragraphs.

The features which are not standard are WYS/WYG (What You See is What You Get), automatic paragraph reformatting, headers and footers, page numbering, alphabetical sorting, numerical sorting, calculations, mail merge, spelling check programs and background printing.

An important point to note about using your word processor is that you should use everything you need – but not everything you can!

End of text.

Would you please make the deletions and insertions asked for in the amended text below. Remember to proof read your text for any errors.

Lesson 2

- Q1 ~~There are many different word processing packages on the market offering~~^{A word processor will offer} the user the ability to input, save, retrieve and print text and the text editing functions of delete and insert. Moving blocks of text, copying blocks of text and deleting blocks of text are also quite standard. Other standard features include: altering margins, ^{altering} line spacing, centring, ~~and indenting paragraphs,~~^{and indenting paragraphs,} ~~emboldening and underlining.~~^{emboldening and underlining.}
- N.P. The features which are not standard are WYS/WYG (What You See is What You Get), automatic paragraph reformatting,^{decimal tabs,} headers and footers,^{optional page breaks,} ^{conditional page breaks,} page numbering, alphabetical sorting, numerical sorting, calculations, mail merge, spelling check programs and background printing.

An important point to note about using your ^{Amstrad} word processor is that you should use everything you need – but not everything you can!

End of text.

2.2 Saving and printing text

When you are satisfied with your text, save and print it. To do this:

» Make sure you have paper in the printer, i.e., place a sheet of paper ready for loading into the printer and then bring forward the lever on the right of the printer. *Note:* The message on the left of your status line 'Printer Active' followed by 'Printer Active, Bail Bar Back' – when this message is flashing on your screen you will not be able to type. If you try to type you will get a loud 'bleep' from the computer.

When you have placed the paper in your printer:

» PRESS: **EXIT**

You now need the 'Exit Option Menu', so,

» PRESS: **EXIT**

» When the menu appears, move the highlight bar down with your cursor key to 'Save and Print'.

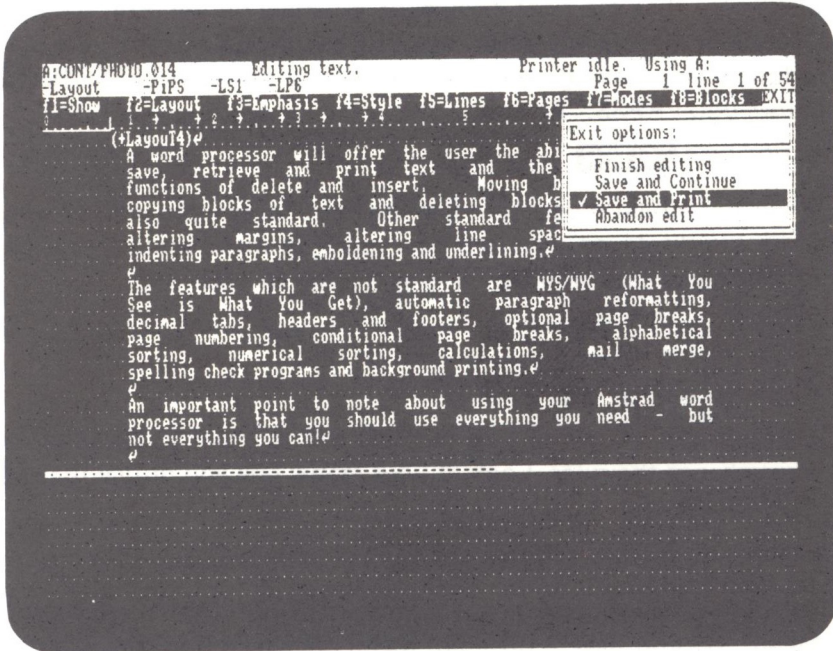


Photo 14 shows the Exit Options Menu with 'Save and Print' highlighted.

» PRESS: **ENTER**

Your text will be printed out for you and your screen will return to Disk Management.

2.3 Retrieving a document

At the Disk Management Screen, make sure your file cursor is on your newly saved document LESSON.002.

This time you will not be opting for 'C' in order to create a new document but instead opt for 'E' in order to edit your document LESSON.002.

➤ TYPE: E

Make sure that the right document is named on the 'Edit Existing Document Menu'. If it is not then PRESS: **CAN** and start the procedure again, making sure that your file cursor is on LESSON.002 before you PRESS: E.

➤ PRESS: **ENTER**

When the screen moves into Editing Text Screen you will see your saved file displayed. You are now going to make some alterations to this. Make sure your cursor is at the top of your text.

2.4 Changing margins

I would like you to change margins and in order to do this, you must change the ruler. Look at your status line and notice that **f2** alters the layout.

➤ PRESS: **f2** (i.e., **SHIFT** plus **f1**) (See photo 15.)

On screen will appear the 'window' with the 'Document Layout Menu'. (If you have a different menu on screen it probably means you pressed the wrong function key, so, PRESS: **CAN** and then PRESS: **f2**).

Make sure the highlight bar is on 'Brand New Layout'.

➤ PRESS: **ENTER**

Press your down cursor arrow key, and then move it along the ruler line to point 15. (Remember, 1 = 10 on the ruler line.) Notice on the status line that the functions of the 'f' keys have changed again, and to set your new left margin at 15:

➤ PRESS: **f1**

Move the cursor along the ruler line to 60. Notice from the information on your status line that in order to set your right margin:

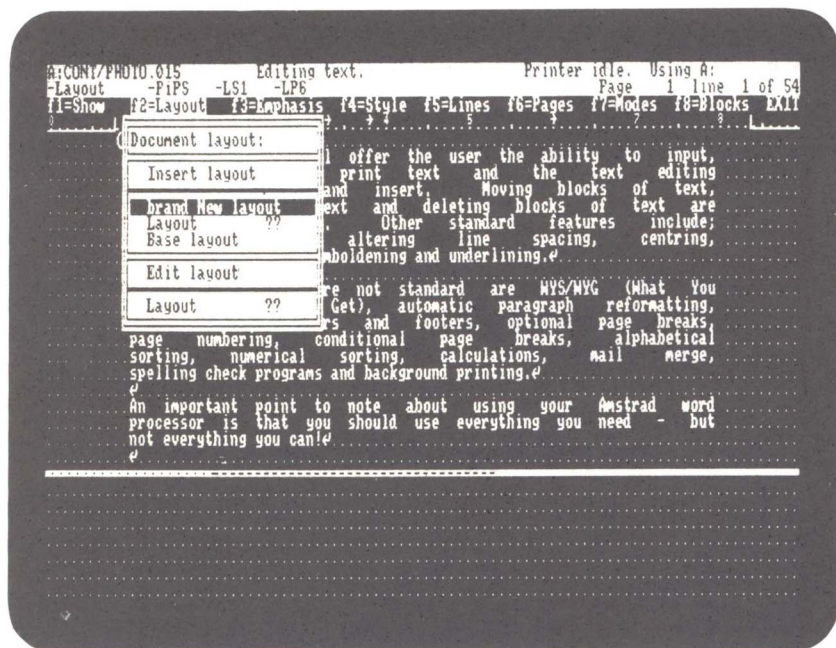


Photo 15 shows the Document Layout Menu.

➤ PRESS: **f2** (i.e., **SHIFT** plus **f1**)

➤ PRESS: **EXIT**

Note: To move out of the Document Layout Menu, you PRESS: **EXIT** – do not PRESS: **CAN** .

To reformat your paragraphs to the new margins use your **PARA** key to move through your text paragraph by paragraph or the **DOC** key to move to the end of your text. Your document will then be automatically reformatted to the new margins.

2.5 Inserting a heading

Make sure your cursor is at the top of your text, i.e., on the 'A' of the first paragraph. Remember to use the cursor control keys which offer the fastest moves, i.e., **SHIFT** and **DOC** and **ALT** will move your cursor to the first character at the top of your passage.

You are now going to insert a heading so you must create an extra line space to accommodate it. To insert the line space:

➤ PRESS: **RETURN** twice, so that when you type in the heading you will have one clear line of space between the heading and the text.

Then:

➤ Move your cursor back to the first clear line you have created.

➤ TYPE: **WORD PROCESSING**

➤ PRESS: **RETURN**

2.6 Cut and paste (moving marked text)

You are now going to move the last paragraph and make it the first paragraph. To do this you will need to use the following three keys: **CUT**, **COPY** and **PASTE**.

➤ Move your cursor to the 'A' of 'An', i.e. the first letter of the first word of your last paragraph.

➤ PRESS: **COPY** and look at the instructions which appear on your status line.

➤ Move your cursor to the space after the word 'can!' at the end of the last paragraph (notice the highlighting).

➤ PRESS: **CUT** and again look at the instructions which appear on your status line.

➤ TYPE: Ø

The text will disappear from your screen — this is where Drive M, the memory drive, comes in because your text is stored there temporarily.

➤ Move your cursor to the space below the heading.

➤ PRESS: **PASTE** and notice the instructions on the status line.

➤ TYPE: Ø

The last paragraph now becomes the first paragraph. You may have to insert an extra line space (i.e., PRESS: **RETURN**) between the heading and the new first paragraph and between the first and second paragraphs.

2.7 PTR key

Whilst you can just select the 'Save and Print' option when you exit from Editing Text Screen, it is a good idea to get into the habit of saving your text and then printing from Disk Management Screen having checked out the options offered by the **PTR** key. From Editing Text Screen:

» PRESS: **EXIT**

Then, with the highlight bar on 'Finish Editing',

» PRESS: **ENTER**

» At Disk Management Screen, PRESS: **PTR** (next to **EXIT** on your keyboard). Notice how the status line has changed and new functions are again offered by the 'f' keys. If you have not put paper in your printer, then the message 'Waiting For Paper' will be displayed at the top of your screen.

» PRESS: **f1** and look at the options offered. You can select high quality or draft quality print, by moving the highlight bar and pressing **PLUS CODE KEY**. This is also where you can change the setting from single sheets of paper to continuous stationery. If you have not made any changes, PRESS: **CAN**. If, however, you have made changes, PRESS: **ENTER**.

The other 'f' keys offered by pressing **PTR** are:

- **f2** relates to whether you have paper in the printer or not.
- **f3** is useful for changing the printing position — the offset option which you will use when you type up envelopes.
- **f5** is pressed if you want to reprint a document during printing.
- **f7** is used if you need to interrupt your computer whilst it is printing out a document. To do this having PRESSED: **PTR** followed by **f7** you then move the highlight bar and opt either to abandon or continue printing.
- **f8** changes the printer from on line to off line. (It should be on line.)

» PRESS: **EXIT**

2.8 Printing from Disk Management Screen

- Make sure you have paper in your printer. When you have put paper in, if the 'Printer' message is flashing on the top left of your screen, PRESS: **EXIT** .
- Make sure your file cursor is on the file you want to print.
- TYPE: P

If you are using version 1.0 of Locoscript, you will be asked to confirm that you want to print out this document. If you are using version 1.2 of Locoscript, you will have a menu offering to print all pages of the document or some pages. Make sure the 'tick' is next to 'all pages'. Then:

- PRESS: **ENTER**

Your file will be printed out for you.

2.9 Consolidation exercise

Create a new document in group Cont called LESSON.02A. When in Editing Text Screen, set new margins of 10 and 70 and then key in the following:

WORD PROCESSING

If you have to type the same letters, paragraphs, or reports over and over again — then you need a word processor to help you!

If the letters, reports and other documents you presently type on your typewriter, have more than one draft — then you need a word processor to help you!

If you want your general business correspondence to have a really professional error-free appearance — then you need a word processor to help you!

End of text.

Proof read your work for any errors and correct them.

2.10 Save and continue

If you are inputting a lengthy document then you really should save it on disk at least every half an hour. This is where the 'Save and Continue' option proves useful. Try it now.

➤ PRESS **EXIT** and when the options appear, move the highlight bar to 'SAVE AND CONTINUE'.

➤ PRESS: **ENTER**

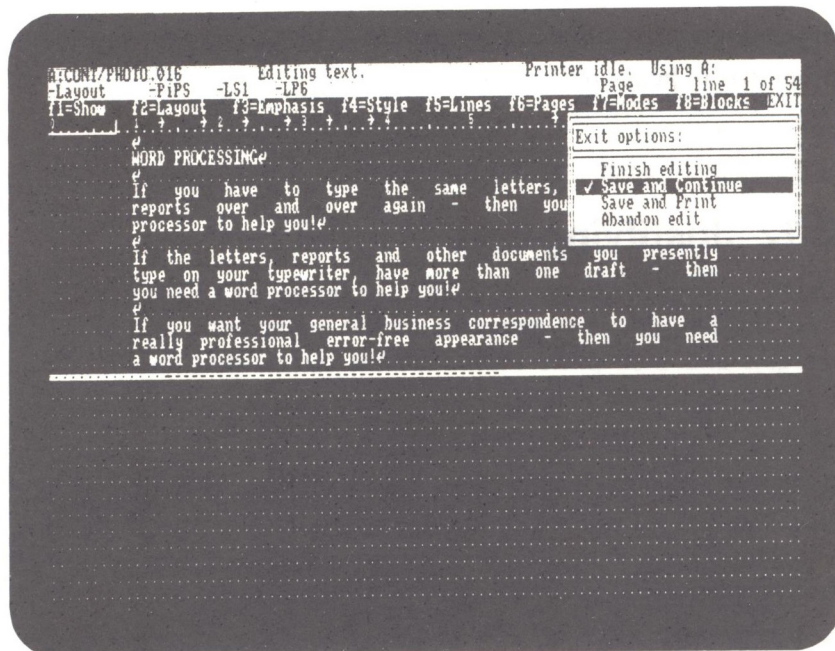


Photo 16 shows the Exit Options Menu with 'Save and Continue' highlighted.

Your text will be saved on to your disk but you will then be returned to Editing Text Screen with the same document there and your cursor will be at the top of your text.

2.11 Consolidation exercise

Would you now please carry out the following text editing to the document.

WORD PROCESSING

If you have to type the same letters, paragraphs, ^{memos,} or reports over and over again — then you need a ^{Amstrad} word processor to help you!

If the letters, reports and other ^{business} documents you presently type ~~on~~ ^{- meaning a total retype for you} your typewriter, have more than one draft — then you need an Amstrad word processor to help you!

If you want ^{all} your ~~general business~~ correspondence to have a really professional error-free appearance — then you need a ^{Amstrad} word processor to help you!

End of text.

Save and print a copy of this document.

2.12 Justifying text

Create a new document in CONT Group called LESSON.02B. In this exercise you are going to indent paragraphs and alter the margins and then print the document out so that the text has a justified right hand margin.

When you are in Editing Text Screen,

» PRESS the Layout Function key, i.e. **f2** and opt for 'Brand New Layout'. Then PRESS: **ENTER**. Notice the status line, highlighting the word PITCH PS. I want you to change the pitch from proportional spacing to 10 characters to the inch.

» TYPE: 10

» PRESS: **ENTER**

» Move your cursor across the status line until the highlight is on 'JUSTIFY'. To put a 'tick' next to the word 'Justify' PRESS: **PLUS CODE KEY** which is immediately to the left of your space bar. It is not like the ordinary plus sign as this key gives an instruction to the system to confirm a command.

Notice the tick which has appeared next to 'Justify' on the status line.

» Now move your cursor down to the ruler line. Take it along to

15 and PRESS: **f1** .

➤ Move the cursor along to 65 and PRESS: **f2** .

➤ PRESS: **EXIT**

➤ PRESS: **DOC** and your text will be realigned — notice it is now justified.

2.13 Indenting paragraphs

Your word processor has pre-set tabs (the arrows along the ruler line) so all you have to do to indent your paragraphs is to PRESS: **TAB** at the start of each new paragraph and then input your text in the usual way. Input the following, indenting your paragraphs:

One of the problems about word processing is the difficulty some operators find in proof reading. Proof reading is the reading through of the text prior to printing and correcting typographical and spelling errors.

However, it is not uncommon for the WP operator to miss some of these errors when proof reading the screen. It is much harder to spot errors when reading text displayed on screen. Extra care must therefore be taken when proof reading.

End of text.

Having proof read your work for any errors, would you please amend it as follows:

One of the problems about word processing is the difficulty some operators find in proof reading. Proof reading is ~~the~~ reading ^{of} through ~~of~~ the text ~~prior to printing~~ and correcting typographical, ^{grammatical} and spelling errors.

However, it is not uncommon for the WP operator to miss some of these errors when proof reading the screen. ^{as} It is much harder to ^{detect} spot errors when reading text displayed ^{on a VDU} on screen. Extra care must ^{by the WP operator} therefore be taken when proof reading.

End of text.

Proof read your amended text and then print a copy out.

Section 3

Please retrieve document LESSON.02A.

3.1 Show function key

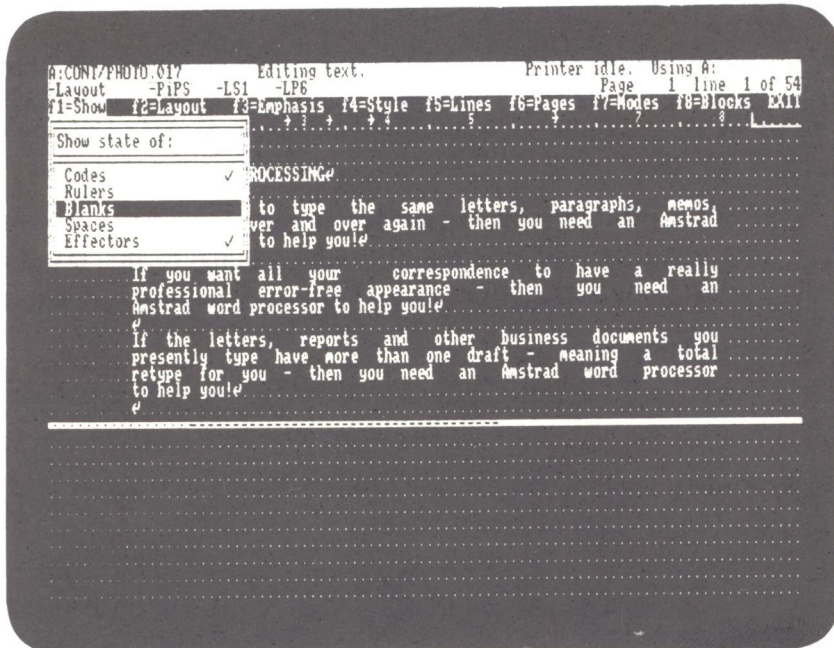


Photo 17 shows the Show Menu.

When LESSON.02A is displayed in Editing Text Screen, PRESS: **f1**, the 'Show' function key. If you are using version 1.0 and you do not like the lines of dots on your screen, you can erase these by moving the highlight bar down to 'blanks' on the menu and PRESSING: **MINUS CODE KEY** immediately to the right of your space bar. This acts in a similar way to the **PLUS CODE KEY** at the other end of the space bar – except it cancels commands. Version 1.2 users might like to put the lines of dots in. Make any other alterations to the 'Show Menu' but I would suggest that you leave the tick next to 'Codes' as this will be useful in the next section. Then PRESS: **ENTER**.

3.2 Underlining a heading

Make sure your cursor is on the 'A' of the heading: 'Amstrad Word Processing'. To make the heading stand out from the rest of the text you are going to underline it (also known as underscore). Look at your status line and notice that **f3** key is the Emphasis Menu.

➤ PRESS: **f3**

On screen you will see the Emphasis Codes Menu. As you can see this menu offers you: underlining, emboldening, i.e., the letters are printed out in bold (or darker) type, double strike (similar to emboldening) and reverse video, i.e., instead of text displayed green on black on your screen it is displayed black on green. As you want to underline, make sure the highlight bar is on 'underline' and then:

➤ PRESS: **PLUS CODE KEY** (to the left of your space bar)

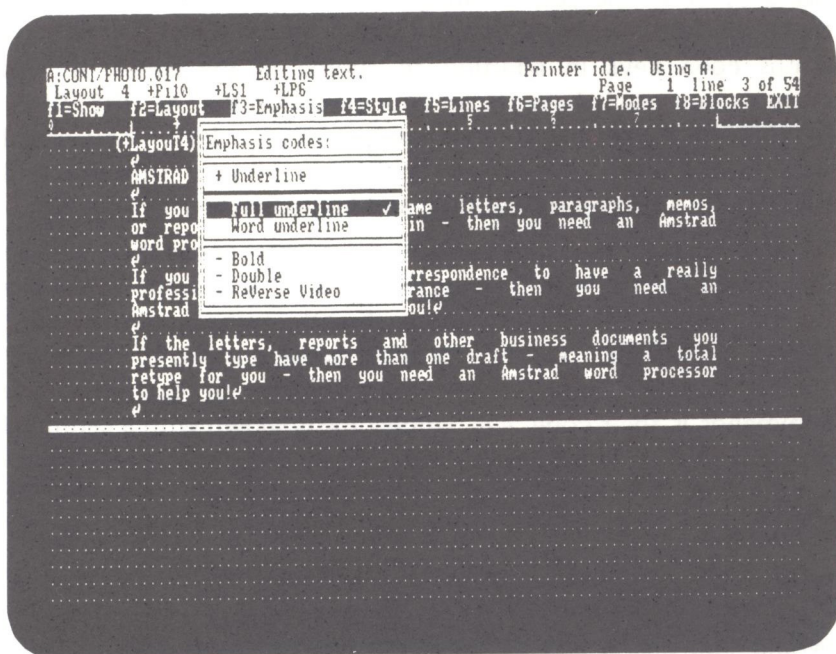


Photo 18 shows the Emphasis Menu with 'Underline' highlighted.

Another menu will appear where you can select to have the full line underlined or just individual words underlined. With the highlight bar on 'Full Underline'

➤ PRESS: **ENTER**

Notice in your text the code (+UL). You must now let the system know where underlining is to stop. Move your cursor to the end of the title and

➤ PRESS: **f3**

With the highlight bar on 'Underline'

➤ PRESS: **MINUS CODE KEY** (to the right of your space bar)

➤ PRESS: **ENTER**

3.3 Using codes

Notice in your text the code (-UL). You have now input the command to underline your heading on printing. However, there is a much quicker way to do this and that is by using just the plus and minus code keys in addition to typing in the codes. In this example you would have placed your cursor on the 'A', PRESSED: **PLUS CODE KEY** and immediately TYPED: UL. You would then have moved your cursor to the end of your title line and PRESSED: **MINUS CODE KEY** and immediately TYPED: UL.

As you work through this course I will suggest codes that you can use instead of using the menus. However, if you want to see the list of commands you can input directly using codes. PRESS: **PLUS CODE KEY** and after a short pause a menu of codes will appear on your screen. The capital letter of each of these commands is their code, e.g., UnderLine is shown with a capital U and a capital L, therefore the code, as you now know, is UL. You would then PRESS: **ENTER**. To cancel the Code Menu PRESS: **CAN**.

3.4 Linking paragraphs

Would you please link together the last two paragraphs. To link these paragraphs:

- » Delete the **RETURN** arrow sign at the end of the second paragraph.
- » PRESS: space bar twice, to allow two spaces after the full stop.
- » Delete the **RETURN** sign between the second and third paragraph.
- » PRESS: **RELAY** .

Save and print out a copy of this document.

3.5 Consolidation exercise

Please create a new document called LESSON.003. When you are in Editing Text Screen, please input the following:

Lesson.003

BUSINESS LETTERS

Most businesses today use the fully blocked style of letter. This means that the date, addressee, salutation, subject heading, all paragraphs and complimentary close commence at the left hand margin.

In addition the modern business letter does not have any punctuation in the date, addressee, salutation or complimentary close — this is known as open punctuation. However, punctuation is still typed in the letter.

This is quite a change from the old style of letter writing where the date was on the right and the paragraphs and complimentary close were centred.

End of text.

Now carry out the following text editing on this document.

Most businesses today use the fully blocked style of letter. This means that the ^{reference} date, addressee, salutation, subject heading, all paragraphs, ^{and the name and designation of the person sending the letter} and complimentary close commence at the left hand margin.

In addition ~~the modern~~^{today's} business letter does not have any punctuation in the date, addressee, salutation or complimentary close – this is known as 'open punctuation'. However, punctuation is still typed in the ^{main body of the} letter.

This is quite a change from the old style of letter writing where the date was on the right and the paragraphs and complimentary close were ^{indented} centred.

End of text.

3.6 Centring

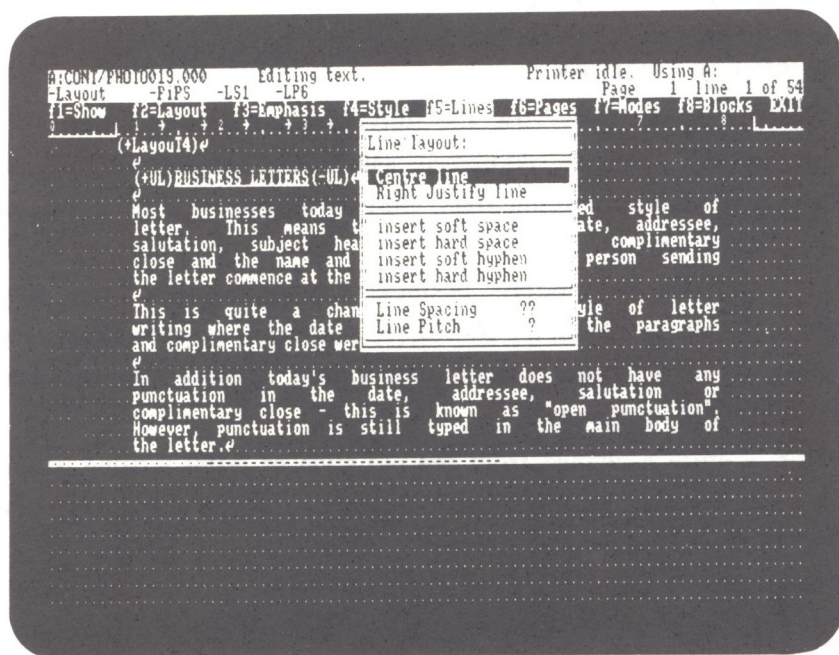


Photo 19 shows the Lines Menu with 'Centre Line' highlighted.

Would you please centre the heading **BUSINESS LETTERS**. To do this,

- Move your cursor to the line you want centred.
- PRESS: **f5** and the 'Lines Menu' will appear.

➤ With your highlight bar on 'Centre Line' PRESS: **ENTER** and your heading will be centred.

A quicker way of centring is to by-pass the Menu and insert the code for centre, i.e. C, in your text as follows:

➤ Move your cursor to the line or word you want centred:

➤ PRESS: **PLUS CODE KEY**

➤ TYPE: C and then the text you want centred.

Note: The centre code, (+C), should be inserted before the code to underline; otherwise you may find that underlining begins at the left hand margin!

3.7 Changing pitch

➤ Move your cursor to the top of your text, i.e. 'M' of 'Most'.

In order to change the pitch (style of type) you must opt for the Style Menu.

➤ PRESS: **f4**

You may already have the pitch options displayed, i.e. 10, 12, 15, 17 and Proportional Spacing. If you have not,

➤ move the highlight bar to 'Pitch'

➤ PRESS: **PLUS CODE KEY** .

Notice you can also opt for your work to be printed out in normal or double width print.

➤ Move the cursor to 10 pitch and put a tick next to this by PRESSING: **PLUS CODE KEY** .

➤ PRESS: **ENTER**

➤ Move your cursor to the 'T' of 'This', i.e., first word of your second paragraph.

➤ PRESS: **f4**

➤ Move the highlight bar to 12 pitch.

➤ PRESS: **PLUS CODE KEY**

➤ PRESS: **ENTER**

➤ Move the cursor to the 'I' of 'In'.

➤ PRESS: **f4**

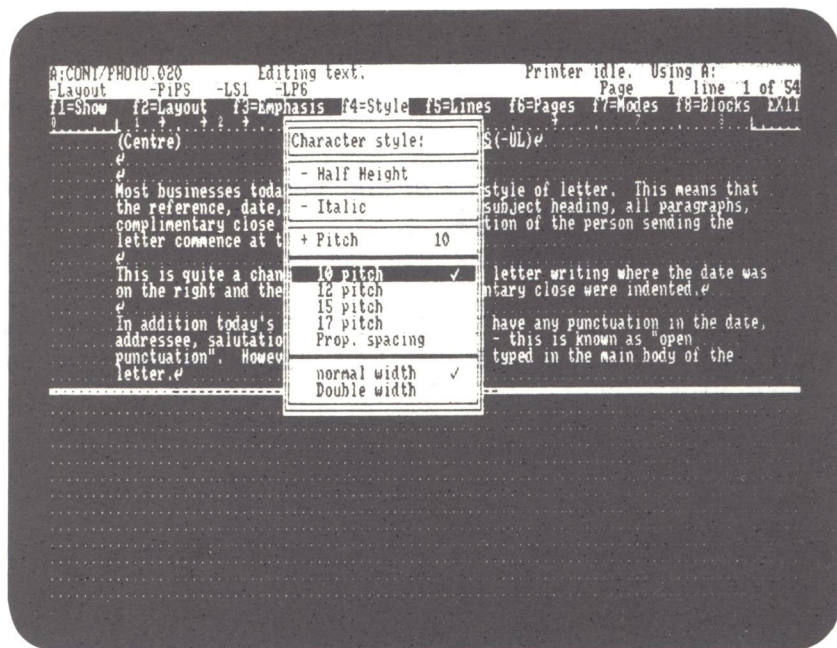


Photo 20 shows the Style Menu.

Move the highlight bar to double width.

➤ PRESS: **PLUS CODE KEY**

➤ PRESS: **ENTER**

➤ Now print out a copy of this document and compare the different pitch styles.

Note: You can avoid using the Style Menu by inserting the code 'P', for change of pitch, as follows; move your cursor to the place you want the change of pitch to commence; PRESS: **PLUS CODE KEY**, TYPE: P and then type in the pitch number, i.e. 10, 12, 15, 17 or PS for proportional spacing. Then PRESS: **ENTER**. If you want double width, TYPE: D after the figure.

3.8 Changing the template

If you find that you prefer your text justified and perhaps with a pitch of 10, then you can alter the template for the group so that all subsequent newly created documents will keep to the new style.

- Make sure you are in Disk Management Screen.
- Place the file cursor on one of the TEMPLATE.STD files – I would suggest using the one for the Cont Group.
- TYPE: E
- PRESS: **ENTER**.

When you are in Editing Text Screen,

- delete the Layout sign (+Layout4) if showing on your screen.
- PRESS: **f2**
- Move the highlight bar to 'Brand New Layout'.
- PRESS: **ENTER**
- TYPE: 1Ø
- PRESS: **ENTER**
- Move your cursor across the line to 'Justify' and put a tick by this, i.e., PRESS: **PLUS CODE KEY**.

If you want to alter the margin,

- move the cursor down to the ruler line and set the left margin by PRESSING: **f1** and the right margin by PRESSING: **f2**.

When you are happy with your new template,

- PRESS: **EXIT**
- Then save this by PRESSING: **EXIT** and with your highlight bar on 'Finish Editing', PRESS: **ENTER**.

3.9 Emboldening a heading

Create a new document called LESSON.Ø3A.

In this exercise you are going to emphasise the heading by opting for 'Bold' print on the Emphasis Codes Menu. Before you begin to type carry out the following:

- PRESS: **f3**
- When the Emphasis Codes Menu appears on your screen, move the highlight bar to 'Bold',
- PRESS: **PLUS CODE KEY**
- PRESS: **ENTER**
- TYPE: PERSONAL BUSINESS LETTERS
- PRESS: **f3**

Move highlight bar to 'Bold'.

➤ PRESS: **MINUS CODE KEY**

➤ PRESS: **ENTER**

The bold commands have now been embedded in the system — notice the (+Bold) and (–Bold) signs at either end of your heading.

Note: Again you could use codes rather than use the menu procedure. The code for commencing emboldening of text is: PRESS: **PLUS CODE KEY** , TYPE: **B** and then type in the text you want emboldened. PRESS: **MINUS CODE KEY** and TYPE: **B**.

Once you are familiar with the options offered by the menus, you will find it a lot quicker to just type in the codes for such functions as underlining, centring and emboldening text.

Please input the following exercise.

Lesson.03A

PERSONAL BUSINESS LETTERS

When typing personal business letters you must remember to type your address and telephone number at the top. Your address can appear on the right hand side or, in the fully blocked style, on the left.

Whether you are typing a business letter or a personal business letter do remember that if you commence with the formal “Dear Sir or Madam” then you must finish your letter with the words “Yours faithfully”.

However, if you commence your letter by addressing the person by name, i.e., “Dear Mr Smith” then you must end your letter with the words “Yours sincerely”.

End of text.

Please make the following revisions to your text.

PERSONAL BUSINESS LETTERS

A business letter would be printed on headed stationery, however,

4c When typing personal business letters you must remember to type your ^{own} address and telephone number at the top ^{of your letter}. Your address can appear on the right hand side or, in the fully blocked style, on the left.

Whether you are typing a business letter or a personal ^{business} letter do remember that if you commence with ^a the formal ^{salutation, i.e.,} "Dear Sir or Madam" then you must finish your letter with the words "Yours faithfully".

run on

However, if you commence your letter by addressing the person by name, i.e., "Dear Mr Smith" then you must end your letter with the words "Yours sincerely".

End of text.

3.10 Italics

When you have made the above amendments to your text, you might like to try italicising words. To give special emphasis to certain words, Locoscript offers italics. I would like you to italicise the word 'must' which occurs twice in paragraph one. To do this,

- » Move your cursor to the 'm' of 'must'.
- » PRESS: **f4** . On screen will appear the Style Menu.
- » Move the highlight bar to 'Italics'.
- » PRESS: **PLUS CODE KEY**
- » PRESS: **ENTER**
- » Move your cursor to the space after the 't' of 'must'.
- » PRESS: **f4**
- » Move highlight bar to 'Italics'.
- » PRESS: **MINUS CODE KEY**
- » PRESS: **ENTER**

Like the bold command, the italic command will not be shown on your screen. It is a command to the printer but if you have the 'codes showing' option (function key **f11**) with a tick against it,

you will see the codes (+Italic) and (-Italic) at either end of the word 'must'.

Note: If you do not want to work through the menu system in order to use this function, the code to italicise is 'I' and you would use it as follows. Place cursor on first word to be in italics, PRESS:

PLUS CODE KEY, TYPE: I and word/s to be italicised, then PRESS: **MINUS CODE KEY** and TYPE: I.

Would you please print out a copy of this exercise — notice the italics on printing.

3.11 Consolidation

Create a new document called LESSON.Ø3B.

It is possible to use a combination of special effects, e.g. underline, embolden, italics and centre to give emphasis to text.

In this document centre each line and use the embolden, underline and italic commands where indicated.

Note: Use your copy command to copy the decorative line, *ooo*****ooo*, which occurs in the menu. To do this,

➤ Move cursor to beginning of the line you want to copy, i.e., *

➤ PRESS: **COPY**

➤ Move cursor to end of line you want to copy, i.e., *

➤ PRESS: **COPY**

➤ TYPE: Ø

➤ Move cursor to the place you want the copy of the line to appear at.

➤ PRESS: **PASTE**

➤ TYPE: Ø

➤ PRESS: **RETURN**

Carry out the sequence PRESS: **PASTE**, TYPE: Ø, PRESS: **RETURN** at each place you want the decorative line to be copied to.

WHOLEFOOD VEGETARIAN RESTAURANT

*000*****000*

TODAY'S MENU

*000*****000*

SPINACH AND LENTIL SOUP

RED BEAN MOUSSAKA

or

LENTIL AND TOMATO PIE

Served with

AVOCADO SALAD

or

CARROT AND ALFALFA SALAD

FRESH FRUIT SALAD

*000*****000*

£2.65 PER PERSON INCLUDING COFFEE ← *Italics*

*000*****000*

End of text.

Print out a copy of your menu.

Create a document called LESSON.03C and when you are in Editing Text Screen input the following using your centre, embolden, underscore and italic commands to best effect.

MARIA'S SPECIAL LUNCH MENU ← *Italics*

SOUP OF THE DAY

or

CHOICE OF FRUIT JUICES

SPAGHETTI BOLOGNAISE

or

NAPOLETANA TAGLIATELLE VERDI

FRESH FRUIT SALAD AND ICE CREAM

CAPACCINO OR EXPRESSO COFFEE

£3.25 PER PERSON ← *italic*

End of text.

Before printing out this menu, you might like to change the type width or pitch using your Style Menu, **f4**.

Create a new document called LESSON.03D and input the following, deciding where you think emboldening, centring, underlining or italics could be used to the best effect and take advantage of the different pitch sizes and widths for added emphasis.

SHERFIELD NURSERY

FOLLY LANE, SHERFIELD

OFFERS A WIDE RANGE OF PLANTS FOR YOUR GARDEN,
IN PARTICULAR –

ROSES

SHRUBS

CONIFERS

SOFT FRUIT TREES

BEDDING PLANTS

AND

SEEDS

PEATS

COMPOSTS

OPEN 7 DAYS A WEEK

FROM 9 am – 6 pm

End of text.

Print out a copy of this document.

Create a new document called LESSON.03E and input the following advertisement. Display it as effectively as possible by using

upper and lower case characters, dividing lines at the most appropriate point and using your change of pitch, change of width, centre, embolden and underline commands.

Office Junior required for our busy office in the town centre. Excellent prospects. Typing 35 wpm. Opportunity to learn word processing. If you are hardworking and are career minded then apply without delay to Mrs M White, Professional Estate Agents, The Square, Dover.

End of text.

Save and print out a copy of this advertisement.

Create a new document called LESSON.03F and input the following — displaying it as effectively as possible but also incorporating the change of pitch where indicated.

MAY DAY FAYRE ← 10 pitch, double width

TO BE HELD AT

LONG GROVE PRIMARY SCHOOL

MAY DAY, MONDAY 1 MAY

AT

2 PM

May Pole, Folk Singers, Folk Dancing

Stalls, Tombola, Raffle

**ENTRANCE 50p Adults
 25p Children**

ALL PROCEEDS TO THE PARENT TEACHER ASSOCIATION ← 17 pitch

End of text.

Print this notice out.

Section 4

Create a new document called LESSON.004. When you are in Editing Text Screen I would like you to input a command so that on printing, this exercise will be printed out in double line spacing.

4.1 Double line spacing

» PRESS: **f5**

The Line Layout Menu should now appear on your screen.

» Move the highlight bar down to 'LINE SPACING ??'

» TYPE: 2

» PRESS: **ENTER**

To avoid using the Lines Menu, you might like to make a note of the following code sequence you can input for changing the line spacing.

» Move cursor to point where you want the change of line spacing to commence.

» PRESS: **PLUS CODE KEY**

» TYPE: LS2 — a small menu will appear.

» PRESS: **ENTER** to confirm that you want to change your line spacing.

You can change to 1½ line spacing, double line spacing, triple line spacing, etc, by just typing in the appropriate number. Remember though to input the code in order to return to single line spacing at the end of the text, i.e., PRESS: **PLUS CODE KEY** , TYPE: LS1, PRESS: **ENTER** .

4.2

Now input the following exercise.

Lesson.004

WHAT IS HARDWARE

Hardware refers to such equipment as the Central Processing Unit (CPU) or the brain of the computer; the Visual Display Unit (VDU)

or the screen on which the text you have input appears; the keyboard; the disk drive and the printer. The keyboard has the usual QWERTY layout for inputting text and commands; the disk drive houses your disks and the printer is the unit which prints out the finished document known as the hard copy.

Printers use either continuous stationery or individual sheets of paper. Depending on the type of printer, paper can be fed into the printer via a tractor feed system for continuous stationery or a hopper feed system for printers using sheets of paper.

End of text.

Would you please now make the following revisions to your text.

WHAT IS HARDWARE ^{Embolden and italicise words in boxes, eg, central}

4c ^{Computer} Hardware refers to such equipment as the Central Processing Unit (CPU) or the brain of the computer; the Visual Display Unit (VDU) or the screen on which the text you have input appears; the keyboard; the disk drive and the printer. ^{typ} [The keyboard has the usual QWERTY layout for inputting text and commands; the disk drive houses your disks and the printer is the unit which prints out the finished document known as the hard copy.]

^{run on} Printers use either continuous stationery or individual sheets of paper. Depending on the type of printer, paper can be fed into the printer via a tractor feed system for continuous stationery or a hopper feed system for printers using sheets of paper.

End of text.

Make a hard copy of your amended document.

4.3 Background printing

You do not have to wait until one document has been printed before commencing another. Whilst LESSON.004 is printing, create a new document called, LESSON.004B and commence section 4.4.

4.4 Layout option

Create a new document called LESSON.04B and when you are in Editing Text Screen,

- PRESS: **f2** opt for 'Brand New Layout'
- PRESS: **ENTER**
- Change the pitch to 10, the line spacing to 1½ (type in 1½ next to line spacing, then PRESS: **ENTER**),
- Change the print style to Italics for the whole document (place a tick next to Italics by using the **PLUS CODE KEY**),
- Justify the right hand margin (tick next to Justify),
- Set margins of 20 and 65.
- PRESS: **EXIT**

Input the following exercise.

Lesson.04B

PRINTERS

Dot matrix printers form the characters by dots. Dot matrix characters are printed out at approx 100 characters per second. DAISY WHEEL are impact printers and give a high quality finish but are extremely noisy. The daisy wheel type characters are arranged in a petal formation – thus the name “Daisy Wheel”. They print out at approximately 50–60 cps. INK JET PRINTERS spray the ink on to the paper. The ink jet printer gives a high quality print finish and prints out at approximately 70–100 cps. The LASER PRINTER is relatively new to the market, it is quieter than the daisy wheel, giving an extremely high quality print and literally printing a whole page of text at a time.

End of text.

Would you please now amend your text as follows and print it out in double line spacing.

PRINTERS ← centre and embolden

u/c Dot matrix printers form the characters by dots. Dot matrix characters are printed out at approx^{imately} 100 characters per second^(CPS).

N/P [DAISY WHEEL]^{PRINTERS} are impact printers and give a high quality finish but are extremely noisy. The daisy wheel type characters are arranged in a petal formation – thus the name “Daisy Wheel”. They print out at approximately 50–60 cps. || INK JET PRINTERS N/P spray the ink on to the paper. The ink jet printer gives a high quality print finish and prints out at approximately 70–100 cps. N/P [The LASER PRINTER]^{S are} is relatively new to the market, ^{they are} it is quieter than the daisy wheel, ^{give} giving an extremely high quality print and giving literally printing a whole page of text at a time.

End of text.

Section 5

Letters

Move your group cursor to 'LETTERS' and create a new document called LETTER.001. If you are using a formatted Data Disk, place your group cursor on a new group — one which you should keep just for personal letters.

When you are in Editing Text Screen notice the template ready for you to complete with the details of your address, date, addressee and salutation line.

You can either just insert your address and the date or you might prefer to make your own template so that each time you use this group your own address appears.

5.1 Changing the letter template

» If you are in Editing Text Screen, abandon the document, LETTER.001, and return to Disk Management Screen.

» With the group cursor on 'LETTERS', move the file cursor to 'TEMPLATE.STD'.

» TYPE: E

» PRESS: **ENTER**

The following instructions are for setting up a template with a pitch of 10, with justification on, and margins of 10 and 80.

» In Editing Text Screen, opt for the Layout function, i.e., PRESS: **f2** and with the highlight bar on 'Brand New Layout'

» PRESS: **ENTER**

» Change the pitch to 10 and place a tick next to 'Justification'.

» Move your cursor down and set margins of 10 and 80.

» PRESS: **EXIT**

You will need to delete any text after the Layout Sign on your screen, either using the **CUT** key or **DEL->** key.

Now decide where you want your address and phone number to appear and whether you would like them to be emboldened. Your address can be displayed in one of the following three ways:

- Fully blocked style, i.e. all lines commencing at the left margin.
- Centred style, i.e. each line of your address centred.
- Right justified style, i.e. each line of the address ending flush with the right hand margin.

When you have cleared the screen, type in your own address and phone number. If you opt for Right justified style, and would also like your address emboldened, carry out the following:

- PRESS: **PLUS CODE KEY**
- TYPE: **B**
- PRESS: **f5**
- Move highlight bar to 'Right Justify Line'
- PRESS: **ENTER**

If you have the codes showing, you will then see (RJUST) on your screen. Type in the first line of your address.

- PRESS: **RETURN** — the first line will be justified with the right hand margin.

Note: Instead of using the Lines Option, **f5**, to insert the code for right hand justification, try just inserting the appropriate code into your text for the next line of your address.

- PRESS: **PLUS CODE KEY**
- TYPE: **RJ**
- TYPE: Second line of your address
- PRESS: **RETURN**

Use this sequence for justifying the remainder of your address. When you have finished inputting your address and phone number, end emboldening.

- PRESS: **MINUS CODE KEY**
- TYPE: **B**

When you are happy with your new personal address template,

- PRESS: **EXIT** and with your cursor on 'Finish Editing'
- PRESS: **ENTER**

Your own personal address template has now been saved for future use.

5.2 Personal business letter

In Disk Management Screen, with your group cursor on 'LETTERS', create the document: LETTER.001. When you are in Editing Text Screen, notice your address and phone number now appear as the template for this group.

Move your cursor down so that the date will be about two lines below your address and input the following letter.

Date for today

Kettle & Napper

Insurance Brokers

10 Grove Road

NORFOLK

NR2 4RT

Dear Mr Napper

RE: HOUSEHOLD CONTENTS POLICY NO. 972/R/Y7864

Thank you for my renewal notice concerning my Household Insurance Policy.

Would you please add to the list of contents, one Amstrad Computer PCW8256 which includes Keyboard, VDU, Printer and Disks. Replacement value approximately £460.00. I am not sure if my television is covered by the general household effects section or should be insured as a separate item? I would be very grateful if you could let me know.

I look forward to hearing further from you.

Yours sincerely

Lynne Shaw

End of text.

Make the following alterations to your letter.

Date for today

Mr C Napper
Kettle & Napper
Insurance Brokers
10 Grove Road
NORFOLK
NR2 4RT

Dear Mr Napper

RE: HOUSEHOLD CONTENTS POLICY NO. 972/R/Y7864

Thank you for my renewal notice concerning my Household Insurance Policy.

Would you please add to the list of contents, one Amstrad Computer PCW8256 which includes Keyboard, VDU, Printer and Disks. Replacement value approximately £460.00. N/P
[I am not sure if my television is covered by the general household effects section or should be insured as a separate item? ~~I would be very grateful if you could let me know.~~ Could you look into this for me?

I look forward to hearing further from you.

Yours sincerely

Lynne Shaw

End of text.

Save this edited version and then print two copies out following the instructions in 5.3.

5.3 Reprinting a document

As soon as the printer has finished printing the document,

» PRESS: **PTR** and opt for 'Reprint document', **f5**.

You will see an instruction to insert another piece of paper. When you have done this,

» PRESS: **EXIT**

5.4

Create a new document in the Letters Group called LETTER.002 and input the following.

LETTER.002

Date the letter for today

The Manager
Trust Bank
High Street
SURBITON
KT18 7BV

Dear Sir or Madam

RE CURRENT ACCOUNT No. 713900720

I wish to pay my rates of £30.00 per month by Standing Order to Deane Council, and I am enclosing the appropriate form from them.

Concerning my current account,
I would be grateful if you could arrange to send me a bank

statement at the end of each month — instead of at the end of each quarter — with effect from the last day of this month.

Yours faithfully

M Cliff

Enc

End of text.

Print a copy of this letter.

5.5 Personal letter

Create a new document called LETTER.003. A personal letter has your address, telephone number and the date. You then commence with the salutation. Input the following personal letter.

12 April 19 . .

Dear Jo

It was really good to receive your letter and hear your news.

Everything has been rather quiet here since Christmas — except I bought the Amstrad word processor which we were both looking at back in January. As you know it offers so many different word processing functions and although I've only just covered the elementary features I've already learnt the text editing functions of cut and paste and cut and copy. I've also learnt how to enhance the layout of my letters and essays by using the codes to underline, bold, centre and print out in italics. It's very easy to change

margins, indent text and print out in double line spacing and with various sized type!

I know you'll find this interesting;

this is an example of 10 pitch;

this is an example of 12 pitch;

this is an example of 15 pitch;

this is an example of 17 pitch;

Please use
pitch
indicated

and this is an example of 10 pitch double width!

Pretty impressive! Look forward to seeing you when you are back in the country next month — by then I should have mastered some of the more advanced features!

Kind regards

Rosie

End of text.

Print out a copy of this exercise.

5.6 Business letters

In this exercise you are going to type up a fully blocked letter with open punctuation.

In business, the firm would print their letters out on their headed stationery. Therefore, when your letter template appears on screen — delete your address and just input the reference, date and addressee for each exercise.

Create a document in Letters Group called LETTER.004. Delete your personal address heading by using the **CUT** key. Input the following:

LETTER.004

Our Ref AR/123

1 July 19 . .

Mr J J King
Kings Garden Centre
TAUNTON
Somerset TB1 2EW

Dear Sir

Thank you for your letter of 17 June concerning your Order Number 2457 for 20 hedge trimmers. I am pleased to be able to inform you that we have today sent these to you and they should be at your Garden Centre by Friday of next week.

I am enclosing our new catalogue as requested.

Yours faithfully

ANGUS REED
SALES

Enc

End of text.

Proof read your letter, edit it as directed on the next page and print out a copy.

Our Ref AR/123

1 July 19 . .

Mr J J King
Kings Garden Centre
TAUNTON
Somerset TN1 2EW

Dear Sir

Thank you for your letter of 17 June concerning your Order
Number 24⁵⁷ for 20 hedge trimmers^{and 30 'Green Finger' Grow Bags}. I am pleased to be able to ^{N/P}
inform you that we have today sent these to you and they should
be at your Garden Centre by Friday of next week.

^{run on} I am enclosing our new catalogue as requested.

Yours faithfully

ANGUS REED embolden

v/L SALES

Enc
End of text.

Create a new document called LETTER.005, set margins of 10
and 65 and have justification 'on'. Input the following:

LETTER.005

REF/AR/929

2 July 19 . .

Mr Peter Nador
Ridge Way Nursery
BLACKALLS
Lancs BK24 19QP

Dear Mr Nador

Just to confirm our telephone conversation of today concerning your order for 50 of our Grow Bags.

Many thanks for your comments regarding these bags – I am pleased that they are selling so well.

The grow bags have been despatched to you today and they should be at your nursery by Friday of next week.

Yours sincerely

ANGUS REED
SALES

End of text
Please edit your letter as suggested.

REF/AR/929

2 July 19 . .

Mr Peter Nador
Ridge Way Nursery
BLACKALLS
Lancs BK24 19QP

Dear Mr Nador

Just to confirm our telephone conversation of today concerning your order for 50 of our ^{'Green Finger'} Grow Bags.

Many thanks for your comments regarding these bags – I am pleased that they are selling so well.

The grow bags have been despatched to you today and they should be at your nursery by Friday of next week.

Kind regards
Yours sincerely

ANGUS REED bold

u/L SALES

End of text.

Save and print out this amended text.

5.7 Envelopes

Print out envelopes for LETTER.004 and LETTER.005. To do this you can use one of the especially useful features of Loco-script – the ability to move into 'Typewriter Mode' or 'Direct Printing'.

When you are at Disk Management Screen, place an envelope in your printer – as you would if you were using a typewriter. If the word 'printer' is flashing on the left of your screen, PRESS: **EXIT**.

5.8 Changing the offset

You now need to change the 'Offset' so that the lines of the address will be printed on the envelope at about one-third of the way across it. To change the 'Offset', make sure you are in Disk Management Screen and then:

➤ PRESS: **PTR**

Notice the change of use of the function keys, and now:

➤ PRESS: **f3**

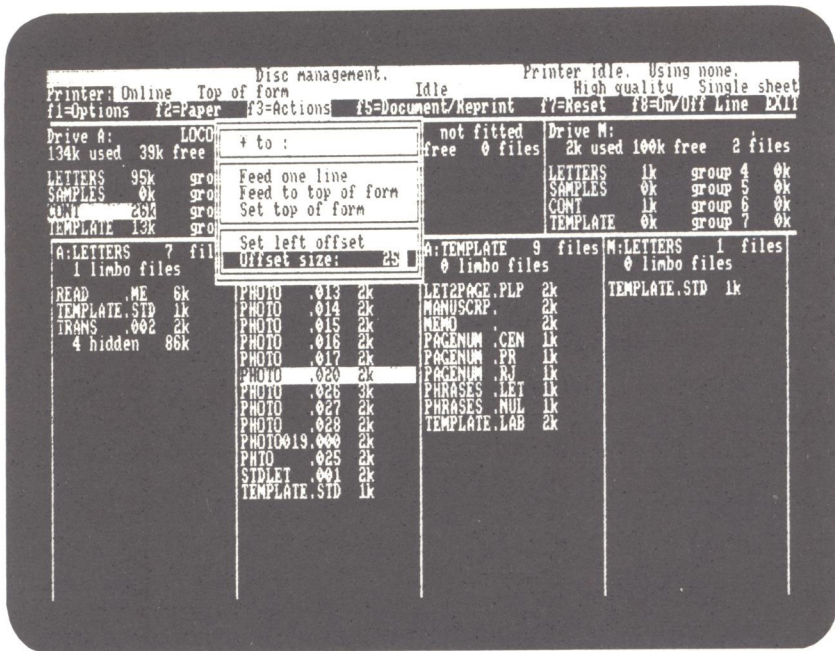


Photo 21 shows the Offset Menu.

Move the highlight bar down to 'Offset' and

➤ TYPE: 25

➤ PRESS: **ENTER** twice

➤ PRESS: **EXIT**

5.9 Direct printing

➤ TYPE: D

As you have now opted for Direct Printing, a menu will ask you to confirm that you want Direct Printing.

➤ PRESS: **ENTER**

You will then see a blank screen.

» type in the first line of the address, i.e., TYPE: **Mr J J King** – correct any typographical errors using the **DEL—>** and **<—DEL** keys.

» PRESS: **RETURN** and the first line of the address will be printed on the envelope.

Now type the rest of the address as follows:

» TYPE: **Kings Garden Centre**

» PRESS: **RETURN**

» TYPE: **TAUNTON**

» PRESS: **RETURN**

» TYPE: **Somerset TN1 2EW**

» PRESS: **RETURN**

Remove envelope. Insert another envelope and print the address for LETTER.ØØ5 i.e.,

Mr Peter Nador

Ridge Way Nursery

BLACKALLS

Lancs BK24 19QP

To move out of Direct Printing,

» PRESS: **EXIT** and to confirm that you have finished Direct Printing

» PRESS: **ENTER**

Direct Printing is not only useful for printing envelopes, but also for completing forms or if you should just want to use your computer as a typewriter and not save your work to disk.

Note: You must now return the 'Offset' setting to Ø.

» PRESS: **PTR**

» PRESS: **f3**

Move highlight bar to 'Offset'.

» PRESS: **MINUS CODE KEY**

» PRESS: **ENTER**

» PRESS: **EXIT**

Section 6

Disk management

Having completed the elementary section of this course, you might now like to carry out some file management — or 'tidying up' of the files.

You have probably been saving your files on to your Start-of-Day Disk. However, not very much space will now be left on this disk. To create more space you can:

- move files to another disk, or
- delete files you no longer want.

6.1 Formatting a blank disk

In order to move files to another disk you must first have bought a blank disk and formatted this blank disk so that it becomes your Data Disk.

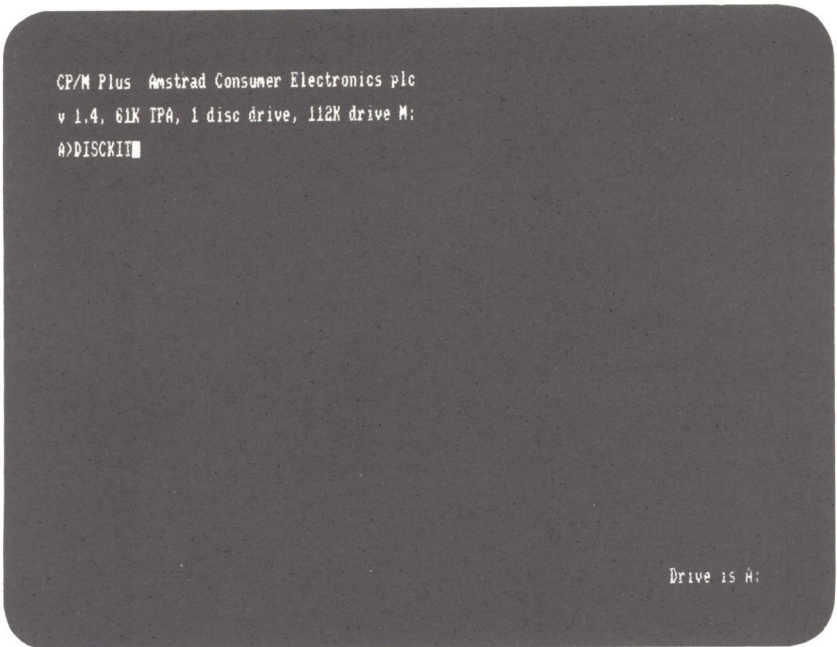
When you buy a disk it is totally blank and it is necessary for it to be formatted so that it can be used with your Amstrad computer. If you do not format the disk, you will not be able to save anything on to it. All disks have to be formatted to the pattern of the particular computer with which they are going to be used. Formatting a disk can be compared with laying down tracks on to a record.

Having formatted your disk, it becomes your Data Disk and you can save documents on it in the same way as you saved them on to your Start-of-Day Disk. You can also format an old disk if you want to clear it of everything that has been saved on it.

The procedure to format a disk is as follows:

- 1 Switch on computer.
- 2 Place system disk (i.e., side 2) in disk drive.
- 3 At A>

TYPE: DISCKIT
PRESS: **RETURN**



```
CP/M Plus Anstrad Consumer Electronics plc
v 1.4, 61K TPA, 1 disc drive, 112K drive M:
A>DISCKIT
```

Drive is M:

Photo 22 shows the screen with A) and DISCKIT typed in.

The options for copy, format, verify and exit appear on your screen.

- 4 Remove the system disk if you have not already done so.
- 5 Insert your blank disk to be formatted – with side A to the left.
- 6 PRESS: **f3** to format disk.
- 7 You will then be asked to confirm that you want to format the disk.
- 8 Make sure you have put in the disk you want formatted, then TYPE: **Y**
- 9 You will then see on the left of the screen the formatting of 0–40 tracks being completed.
- 10 When completed you will be asked to remove the disk so – remove the disk!
- 11 Press any key and you will then be asked whether you want to format another disk.
- 12 Insert side B of your blank disk, i.e., side B pointing to the

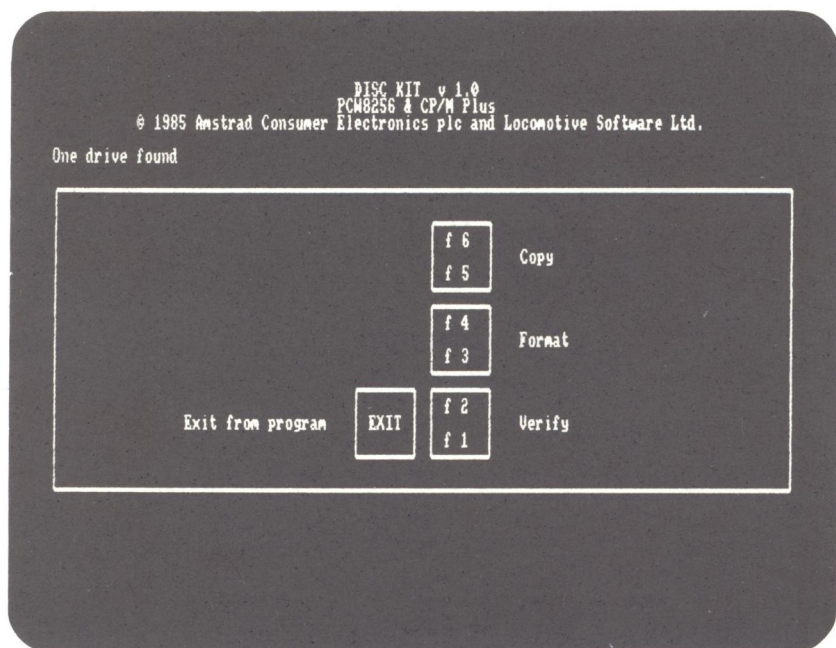


Photo 23 shows the 'f' options available to you.

left of your single disk drive.

13 TYPE: **Y**

The 40 tracks of side B of your blank disk will then be formatted.

14 Remove disk when formatting is complete.

15 Press any key and then in answer to the screen question, either TYPE: **Y** if you want to format another disk or press any other key and your screen will return to the Options.

16 PRESS: **EXIT**

You will then be returned to the A>

6.2 Moving a file to another disk

If continuing from the above instructions, insert your Start-of-Day Disk and PRESS: **SHIFT** , **EXTRA**, and **EXIT** all at the same time, and this should start Locoscript for you.

To give yourself more room on your Start-of-Day Disk, you might like to move some of the documents to your newly formatted data disk as follows:

- Place your file cursor on LETTER.001.
- PRESS: **f4** and notice the instructions along the status line.
- Move your cursor to drive M (the memory drive) Letters Group.
- PRESS: **ENTER**

You will be asked to confirm that you want to move document LETTER.001 from Drive A to Drive M.

- PRESS: **ENTER**
- Remove your Start-of-Day Disk from the disk drive.
- Insert your newly formatted data disk.
- PRESS: **f1** to inform the system that there has been a change of disk. Notice how your screen changes and shows the files presently saved on your disk. Drive M should have your document LETTER.001. You must now move this into Drive A.
- Place your File Cursor on LETTER.001 in Drive M.
- PRESS: **f4**
- Move your group cursor to Group 0.
- PRESS: **ENTER**
- You will be asked to confirm that you want to move document LETTER.001 in Drive M to Drive A. PRESS: **ENTER**

Notice that LETTER.001 is now in Drive A in Group 0.

- Remove your data disk.
- Insert your Start-of-Day Disk.
- PRESS: **f1**

Note: You must remember to PRESS: **f1** every time you change the disk in the disk drive.

You might like to continue moving some of the documents from your Start-of-Day Disk to your data disk. Alternatively, you could now just use your data disk to save further documents on.

6.3 Deleting files

You may decide that you no longer want a file and you would like to delete it. Files can be deleted (erased) at Disk Management Screen by using **f6**.

You might like to delete the files held in the Sample Group on your Start-of-Day Disk. Have a look at these files before deleting them, just in case you do want to keep any of them. When you are ready to delete a file,

- Place your file cursor on the file to be deleted.
- PRESS: **f6**

You will be asked to confirm that you want to delete this file.

- PRESS: **ENTER** to confirm deletion.
- PRESS: **CAN** to cancel deletion command.

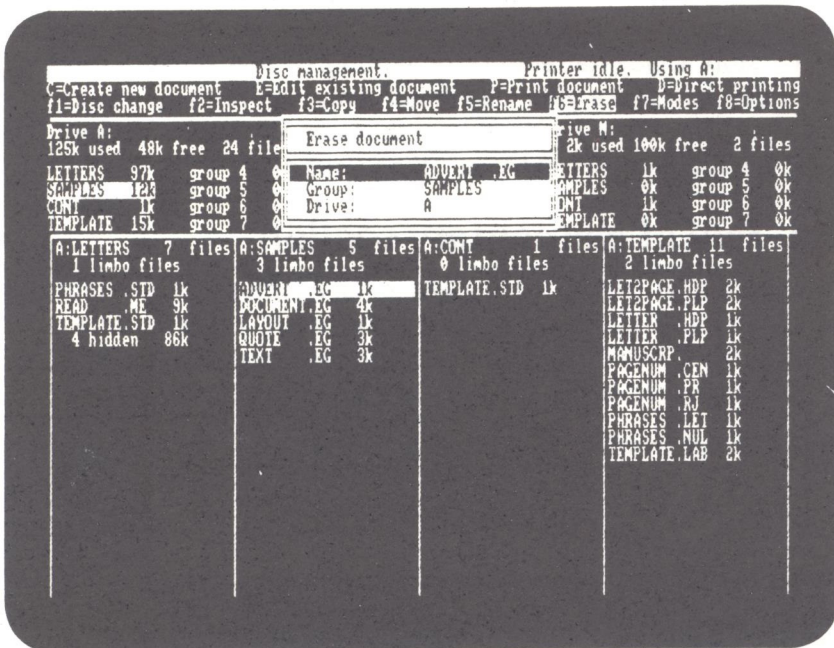


Photo 24 shows the delete file option in Disk Management Screen.

Notice the other disk management options offered to you; **f3** will make a copy of a file; **f5** is used if you want to rename a file or group.

6.4 Care of disks

To avoid damage to your disks observe the following:

- Disks should not be placed near a magnet or magnetised equipment. e.g. telephone or television.
- Disks should not be placed in direct sunlight – that includes leaving disks in a car in warm weather.
- Never insert paper clips or similar objects into your disk.
- Always keep your disks in the plastic box to avoid them becoming dusty or dirty.
- Do not open the shutter and touch the disk surface.
- Store disks at temperatures not lower than 5°C and not higher than 51°C.
- Make copies of important files on to another disk in case you accidentally erase or edit an important file.
- To stop accidental erasure or editing of files on an important disk, you can make your disk 'read' only, i.e. nothing else can be saved on the disk. To do this push down the 'write' protect tab which is above the letter 'A' or 'B' on your disk.

6.5 End of elementary section

You have now completed the elementary section. This beginner's introduction may be as much as you want, or need, to know. Appendix 1 lists the codes used in this book. These are the functions you have covered in the elementary section:

Background printing	Cut and paste	Inputting text
Centring	Deleting	Inserting
Changing line spacing	Disk copying	Italicising
Changing margins	Disk formatting	Printing
Changing pitch	Direct printing	Saving
Creating a document	Editing a document	Start-up procedure
Cursor control	Emboldening	Underlining
Cut and copy	Indenting	

Intermediate section

Section 7

Tabulating (setting columns)

Create a document called TABS.001

If you are using your Start-of-Day Disk you will see arrows on your ruler line — these are your tab settings. If you are using your data disk you probably will not have any pre-set tabs showing.

You have already used the **TAB** key in the elementary section to indent your paragraphs. For column work you will need to reset the tabs across the ruler.

7.1 Clearing and setting tabs

You need to alter the layout for this.

- PRESS: **f2**
- Select 'Brand New Layout'
- PRESS: **ENTER**
- Set your left margin at 10. Then move the cursor along the ruler line and delete any tab stops by using the **MINUS CODE KEY** .

When you have cleared all the tab stops, set new tab stops at 34 and 56 — notice from the status line that function key, **f3** , sets a tab stop. To set tab stops carry out the following steps:

- Move your cursor along the ruler line to 34.
- PRESS: **f3**
- Move your cursor along the ruler line to 56.
- PRESS: **f3**

You have now set two tabs. To return to Editing Text Screen,

PRESS: **EXIT**

Tabulation exercise 1

Please input the following exercise. Remember columns are typed across the page. Follow the instructions below.

» TYPE: **SOME COMMONLY MIS-SPELT WORDS**

» PRESS: **RETURN** twice

» TYPE: accommodation

» PRESS: **TAB**

» TYPE: unnecessary

» PRESS: **TAB**

» TYPE: inconvenience

» PRESS: **RETURN**

» TYPE: business

» PRESS: **TAB**

» TYPE: secretary

» PRESS: **TAB**

» TYPE: committee

» PRESS: **RETURN**

» TYPE: correspondence

» PRESS: **TAB**

» TYPE: independent

» PRESS: **TAB**

» TYPE: instalment

» PRESS: **RETURN** twice

Your text should look like this:

SOME COMMONLY MIS-SPELT WORDS

accommodation	unnecessary	inconvenience
business	secretary	committee
correspondence	independent	instalment

End of text.

You do not have to exit from this document, unless you want to. Instead PRESS: **RETURN** three times after the first tabulation exercise and just continue with the next exercise as follows:

➤ PRESS: **f2**

Clear the previous tab settings and set new tab settings at 30 and 51. Input tabulation exercise 2.

Tabulation exercise 2

MORE COMMONLY MIS-SPELT WORDS

profession	separate	liaison
occur	occurred	occurrence
recur	recurred	recurrence
maintain	maintenance	miscellaneous

End of text.

Print out your tabulation exercises.

7.2 Decimal tab stops

Decimal tab stops are used for inputting sums of money. Create a new document called TABS.002.

At Editing Text Screen, clear all the tab stops along your ruler and make sure your left margin is set at 10. As you will see from the status line, decimal tabs are set with **f6**. Set decimal tabs at 15, 32 and 48. Notice the asterisks which mark where decimal tabs are set.

Input the following exercise, but please note that the first column does not commence at the left margin — so remember to PRESS:

TAB.

Tabulation exercise 3

506.20	12.19	20.45
1.50	500.67	402.90
1607.06	6.27	12.19

End of text.

Notice how the figures have been aligned for you. Obviously the use of columns, using tabs or decimal tabs, is particularly useful in letters, quotations, invoices, price lists, etc.

Print out a copy of this exercise and whilst it is printing, open a new document, in your Letters Group, called LETTER.006.

In Editing Text Screen, clear all tab stops and then set new tab stops at 15 and 30 and a decimal tab at 47. Delete your address and then input the following letter – PRESS: **TAB** for the columns.

Ref AR/867

26 April 19 . .

Mrs T Gardener
19 Horsefell Road
BRISTOL
BS6 9PG

Dear Madam

Thank you for your recent enquiry. I would confirm that prices for the goods are as follows:

NUMBER	DETAILS	£
88742	Planter	7.99
88746	Hose	8.50
88747	Shears	13.95

We look forward to receiving your order.

Yours faithfully,

ANGUS REED
SALES

End of text.

7.3 Right margin justification

It is sometimes necessary to type text so that one column finishes flush with the right hand margin. To do this use the Right Justification command. You do not have to use the Line Layout Menu, you can just insert the code, **RJ**, in your text at the appropriate point. For example, in the exercise that follows, in order to have the word **TEMPERATURE** ending flush with the right hand margin, you would need to do the following:

- » TYPE: **COUNTRY**
- » PRESS: **PLUS CODE KEY**
- » TYPE: **RJ**
- » TYPE: **TEMPERATURE**
- » PRESS: **RETURN**

Create a new document called LESSON.007 and input the following exercise. Centre the first two lines and using the **RJ** command ensure that the right hand column ends flush with the right hand margin.

WORLD TEMPERATURES 14 DECEMBER

COUNTRY	TEMPERATURE
	C
ATHENS	14
AUCKLAND	20
BARBADOS	28
BOMBAY	25
BRUSSELS	3
HONG KONG	13
LONDON	10
MADRID	3
NEW YORK	7
SINGAPORE	30

End of text.

Print out a copy of this table

Consolidation exercise

Create a new document called EXCHANGE. Justify the right hand margin using the **RJ** code and centre the first 3 lines using the **C** code.

STERLING RATES

at

14 DECEMBER

COUNTRY	RATE
AUSTRALIA	2.09
CANADA	2.00
FRANCE	11.05
GERMANY	3.61
HONG KONG	11.18
ITALY	2464.00
JAPAN	290.68
NETHERLANDS	4.07
SPAIN	225.08
USA	1.44

End of text.

Save and print out a copy of this table.

Section 8

Forms

This section deals with various forms including invoices, memoranda and curriculum vitae.

8.1 Invoices

If a business has to send out a lot of invoices, an Invoice Template can be created in much the same way as your Letter Heading Template was created for the letters group.

Select a new Group and create the document, TEMPLATE.STD.

When you are in Editing Text Screen, if you find that your letter template is displayed, delete it either with the **DEL->** key or the **CUT** key. Now opt for the Layout Function, **f2**, and set margins of 10 and 80, clear all tab stops and set new tab stops at 18, 39 and 58. Set decimal tab stops at 42 and 62. Then input the following:

SALES INVOICE
PHOTO CENTRE
3 LITTLE HAMPTON STREET
LONDON WA1C 1GD
01-123-00792
VAT NO. 92 175Y

SOLD TO:

DATE/TAX POINT

INVOICE NO:

TERMS: NET 30 DAYS

QTY	DESCRIPTION	UNIT COST	AMOUNT
-----	-------------	-----------	--------

End of text.

Please save this invoice template. When you are in Disk Management Screen, place your group cursor on your Invoice Group and create a new document called INVOICE.001.

Infill your 'skeleton' invoice form with the details below. *Note:* when moving your cursor around your form, use the **EOL** key as well as your cursor arrow keys — but not your **RETURN** key.

INVOICE.001

SOLD TO:

NORTH HANTS COLLEGE
LINK WAY
BASINGSTOKE
RG21 1XP

DATE:

Type in today's date

INVOICE NO:

E1138

QTY:

10

DESCRIPTION:

35 MM NEG SHEETS

Note: When infilling the sums of money remember that you PRESS: **TAB** to reach the UNIT COST column and then PRESS: **TAB** again to reach the decimal tab, in order to type in the sum of money. The same principle applies to the AMOUNT column. PRESS: **TAB** to reach AMOUNT and then PRESS: **TAB** to reach the decimal tab stop, then type in the amount.

UNIT COST:

2.00

AMOUNT:

20.00

QTY:

6

DESCRIPTION:

PLASTIC TONGS

UNIT COST:

2.50

AMOUNT:

15.00

DESCRIPTION:

INVOICE TOTAL

AMOUNT:

35.00

End of text.

Print a copy of this invoice out and type up an envelope for it, using the Direct Printing function.

Create a new document called INVOICE.002 and input the following details.

INVOICE.002

SOLD TO:	QUEEN MARY'S SCHOOL BARTON WAY BRIGHTON BN7 3ER
----------	--

DATE:	Type in today's date
INVOICE NO:	576YU

QTY:	5 BOTTLES
DESCRIPTION:	DEVELOPING FIXER
UNIT COST:	6.00
AMOUNT:	30.00
QTY:	10
DESCRIPTION:	PLASTIC TONGS
UNIT COST:	2.50
AMOUNT:	22.50
QTY:	20
DESCRIPTION:	NEG SHEETS
UNIT COST:	2.00
AMOUNT:	40.00

End of text.

Print out a copy of this invoice.

8.2 Creating a standard memo form

You do not have to create a new template for a standard form. You can create the form, save it and then use the 'Insert Text' function every time you need to use that particular form. In this example you are going to create a standard memo form.

Create a document called MEMO.000. Set margins of 15 and 65. Input the following skeleton memo form:

MEMORANDUM

TO:

FROM:

REF:

DATE:

SUBJECT:

End of text.

Now save this skeleton memo form.

Note: As an alternative you could use the Locoscript memo file which is on your Start-of-Day Disk, although this is not in the fully blocked style.

8.3 Inserting a file

When you are in Disk Management Screen, move your group cursor to Cont Group and create a new document called MEMO.001.

You are now going to insert the blank memo form, called MEMO.000 into your new file.

➤ Make sure your cursor is on a clear line, and opt for the Modes Function, i.e., PRESS: **f7**

➤ Move the highlight bar down to 'Insert Text'.

➤ PRESS: **ENTER**

On screen will appear your directory of files.

➤ Move your file cursor to MEMO.000.

➤ PRESS: **ENTER**

You will then be asked to confirm that you want to insert the file MEMO.000 into your document.

➤ PRESS: **ENTER**

You will then be returned to Editing Text Screen and the template for the skeleton memo form will be there.

Infill your memo with the following details:

MEMORANDUM

TO: JOHN JACOBS, PERSONNEL OFFICE
FROM: PAULA SMITH, ACCOUNTS
REF: PJ/LS
DATE: 19 OCTOBER 19 . .
SUBJECT: TEMPORARY RELIEF STAFF

Further to our recent telephone conversation, would you please advertise the temporary Relief Clerk positions – in the Accounts Department – as soon as possible.

End of text.

Print out a copy of this memo.

MEMO.002

Create a new document called MEMO.002. Insert your skeleton memo form into the file and then infill with the following details:

MEMORANDUM

TO: TONY HITCHIN, DISPLAY
FROM: PHILIP STACY, SALES
COPY: MS NIELSON, MANAGER
REF: PS/9XL
DATE: 2 September 19 . .
SUBJECT: CHRISTMAS STORE DECORATIONS

Thank you for your memo. I do like your ideas for the Christmas store decorations and activities – particularly your suggestion regarding some members of staff dressing-up as characters out of “Peter Pan”.

I will shortly post a notice inviting staff to volunteer for the major characters of Peter Pan, Captain Hook, Wendy and Tinkerbell. *It will be interesting to see how this idea goes down with the staff!*
End of text.

8.4 Superscript and subscript

Create a new document called MEMO.003. Insert your skeleton memo form into the file.

In these exercises you will be using the superscript and subscript special characters, i.e., as in 9°C and H₂O. There are two ways of inputting the codes for superscript and subscript, either by using the Style Menu, or by inserting codes. Here is an example of how to insert the code for 11°C (superscript) using the Style Menu.

- » TYPE: 11
- » PRESS: **f4**
- » Make sure your highlight bar is on ‘Half Height’.
- » PRESS: **PLUS CODE KEY**

You are then shown a sub-menu where you select superscript or subscript. In this example, you would make sure the ‘tick’ was next to ‘Superscript’ and

- » PRESS: **ENTER**
- » TYPE: o
- » PRESS: **f4**
- » Make sure the highlight bar is on ‘Half Height’.
- » PRESS: **MINUS CODE KEY**
- » PRESS: **ENTER**
- » TYPE: C

The better alternative is to insert the code sequence for superscript which is **SR**, directly into your text, i.e. in order to type 9°C you would,

» TYPE: 9
» PRESS: **PLUS CODE KEY**
» TYPE: SR
» TYPE: o
» PRESS: **MINUS CODE KEY**
» TYPE: C

The code sequence for subscript is SB. You would type H₂O as follows:

» TYPE: H
» PRESS: **PLUS CODE KEY**
» TYPE: SB
» TYPE: 2
» PRESS: **MINUS CODE KEY**
» TYPE: SB
» TYPE: O

Try these commands out in the following exercises.

MEMORANDUM

TO: MAINTENANCE OFFICER
FROM: STAFFING OFFICER
REF: CD/VH
DATE: 9 January 19 . .
SUBJECT: LOW OFFICE TEMPERATURE

I wish to bring to your attention the very cold conditions which staff are experiencing on the First Floor of the Hathaway Building. Last Monday the temperature in Mrs Bigg's office was 11°C and this Monday it was only 9°C. As you are aware this is well below the acceptable temperature level at which staff should work and I would be grateful if you would look into this matter as soon as possible. I would stress that it is usually a Monday when temperatures are low, by Tuesday the temperature has risen to around the 20°C mark.

End of text.
Print a copy of this memo out.

MEMO.004

Create a new memo called MEMO.004. Insert your skeleton memo into the file and then input the following text.

MEMORANDUM

TO: SALES MANAGER
FROM: PUBLICITY MANAGER
COPY: PROMOTIONS AND MARKETING MANAGER
REF: 196/SP
DATE: 20 April 19 . .
SUBJECT: MINERAL WATER

This is to confirm that the name our mineral water is to be marketed under is: H₂O.

We hope to have H₂O available by the end of June and I will be sending details to you shortly concerning the H₂O advertising campaign.

End of text.

Print out a copy of this memo.

LETTER.007

Create a new document called LETTER.007, and input the following business letter which includes both superscript and subscript characters.

Ref: PB/AK

3 May 19 . .

Mrs J Smythe

Charity Fund Secretary

197 Bridge Road

SURBITON

KT6 5TY

Dear Mrs Smythe

Thank you for your letter and information about the Charity

Strawberry Fayre you are holding in July.

The Spring Water Company are only too pleased to support you in this venture and we are happy to donate a case of our new mineral water H₂O to be used as a prize in your raffle.

I do hope the weather keeps fine for you and is as warm as it was last July when it averaged 23°C.

With best wishes for the success of your Charity Strawberry Fayre.

Yours sincerely

POPPY BRAITHWAITE

PROMOTIONS AND MARKETING

End of text.

A:CDM1/PHYD.025 Editing text. Printer idle. Using A:
Layout 4 +Pi10 +LS1 +LP6 Page 1 line 23 of 54
f1=Show f2=Layout f3=Emphasis f4=Style f5=Lines f6=Pages f7=Modes f8=Blocks EXIT

Ref; PB/AK

3 May 1986

Mrs J Smythe
Charity Fund Secretary
137 Bridge Road
SURREY
KT6 5TY

Dear Mrs Smythe

Thank you for your letter and information about the
Charity Strawberry Fayre you are holding in July.

The Spring Water Company are only too pleased to support
you in this venture and we are happy to donate a case of
our new mineral water H(+SuB)2(-SuB)O to be used as a prize in your
raffle.

I do hope the weather keeps fine for you and is as warm as
it was last July when it averaged 23(+Super)0(-Super)C.

With best wishes for the success of your Charity
Strawberry Fayre.

Yours sincerely

Photo 25 shows the letter with superscript and subscript commands.

8.5 Curriculum vitae

As a final exercise in creating and using standard forms, you might like to create a 'skeleton' curriculum vitae (CV) form. Make sure you leave sufficient space for your details. Call this document CV.001.

NAME

ADDRESS

TELEPHONE NUMBER

DATE OF BIRTH

MARITAL STATUS

PRESENT EMPLOYMENT

PREVIOUS EMPLOYMENT

EDUCATION, QUALIFICATIONS AND TRAINING

REFEREES

OTHER INFORMATION

End of text.

Section 9

Exchange and Find key

A nice feature of a word processor is its ability to find and exchange words in your text where necessary. For example, you may have typed a letter mentioning the name 'Smithson' three or four times, and then you find out that the person's name should have been 'Smith'. With Locoscript you can use the **EXCH** key (Exchange) to find 'Smithson' in the text and automatically replace it with 'Smith'. Locoscript can find a word or string of words up to a maximum of 30 characters.

Note: When using the Exchange command, make sure your cursor is at the top of your text.

9.1

Create a document called LETTER.008. Input the following business letter using the reference JK/JS/AB, and date the letter for today.

Mrs J Harvey

Personnel Officer

Zipp-Zapp Company

BRIGHTON

BN10 15YY

Dear Madam

Thank you for your letter requesting a reference for Miss Joanne Smithson.

Miss Smithson has been an employee of ours for 2 years since she

joined us at the age of 16, as an Office Junior. During her time with us she has attended the local College, on a day-release basis, and has been most successful in the recent series of word processing, typing and shorthand examinations.

Miss Smithson is a very likeable person who gets on well with colleagues and clients alike and her work is always of a high standard. She is leaving us as she intends moving to the Brighton area.

We have no hesitation in recommending Joanne Smithson for a word processing position with your company and we are sure you will find her to be an excellent employee.

Yours faithfully

J & C BROWN PCL

J WICKS

PERSONNEL MANAGER

Press: RETURN 5 times

End of text.

Move your cursor to the top of your text and then change the word 'Smithson' to 'Smith' throughout this letter. Instructions on how to do this follow:

» PRESS: **EXCH** key (You will need to hold **SHIFT** down at the same time to get the Exchange function.)

When the Exchange Menu appears,

» TYPE: Smithson on the line next to 'Find'

Note: You must type the word you want the system to search for, exactly as it appears in the text, i.e. Smithson — not SMITHSON.

» Move the highlight bar with your down cursor key to 'Exchange'.

» TYPE: Smith

A:CONT/PHOTO.026 Editing text. Printer idle. Using A:
 -Layout -PIPS -LS1 -LP6 Page 1 line 1 of 54
 f1=Show f2=Layout f3=Emphasis f4=Style f5=Lines f6=Pages f7=Modes f8=Blocks EXIT

Ref: JK/JS
 17 June 19
 Mrs J Harv
 Personnel
 Zipp-Zapp
 BRIGHTONE
 BM10 15Yr
 Dear Madame
 Thank you for your letter requesting a reference for Miss Joanne Smithson.
 Miss Smithson has been an employee of ours for 2 years since she joined us at the age of 16 as an Office Junior. During her time with us she has attended the local College, on a day release basis, and has been most successful in the recent series of word processing, typing and shorthand examinations.
 Miss Smithson is a very likeable person who gets on well with colleagues and clients alike and her work is always of a high standard. She is leaving us as she intends moving to the Brighton area.
 We have no hesitation in recommending Joanne Smithson for

Exchange
Find: Smithson
Exch: Smith
Confirm each exchange
Automatic exchange to end of PARA
Automatic exchange to end of PAGE
<input checked="" type="checkbox"/> Automatic exchange to end of DOC

Photo 26 shows the Exchange Menu with Smithson and Smith typed in.

Notice you can opt to have each occurrence of the word changed automatically or you can opt to confirm each exchange by PRESSING: **ENTER** Move the highlight bar to 'Automatic Exchange to End of Document'.

» PRESS: **ENTER**

Print out a copy of this letter.

9.2 Find

The **FIND** key is useful for locating a particular word or phrase in your text. You will be using the **FIND** key in section 10.

9.3 Consolidation

Open a document called LESSON.009 and when you are in Editing Text Screen, input the following:

Locoscript allows you to find and change words in your passage. You are given options by the system – a command to search the whole document; one page or one paragraph – and change every occurrence of the word or a selective search where you choose whether to accept the change or not.

End of text.

Using your **EXCH** key, find the word 'passage' and exchange it for 'text' each time it occurs. Find the word 'change' and exchange the first occurrence of it for 'exchange'. Find the word 'document' and exchange it for 'text'.

Save and print, or abandon this exercise.

Create a new document called LETTER.009 and input the following business letter.

Ref: JH/WT

Date the letter for today

Ms J Smith
45 Hill Drive
NORFOLK
NR6 7LK

Dear Ms Smith

POST OF WORD PROCESSING OPERATOR

Further to your interview on (insert last Friday's date please), I am pleased to inform you that you have been selected for the post of Word Processing Operator.

I am attaching two copies of your employment contract giving full details of salary, holiday entitlement, etc.

If you wish to accept this post would you please sign both copies of your contract, retain one for yourself and return the other one

to me as soon as possible.

We look forward to you commencing with us on (insert here the date for the first Monday of next month, please) and in the meantime if you have any queries please do not hesitate to contact me.

Your first few days with Zipp-Zapp will be an introduction period where you will be shown round the company, introduced to other staff members and attend our inservice Health and Safety At Work course – which we like all our new members of staff to attend. Even though you are already familiar with our WP system, Mrs Shaw, our WP Supervisor, will advise you on one or two points which are slightly different about our particular set-up.

Yours sincerely

J HARVEY (MRS)
PERSONNEL OFFICER

Encs

End of text.

Would you now please make the following amendments to this letter.

Ref; JH/WT

Date the letter for today

Ms J Smith
45 Hill Drive
NORFOLK
NR6 7LK

Dear Ms Smith

POST OF WORD PROCESSING OPERATOR

change 'post' to
'position'

Further to your interview on (insert last Friday's date please), I am pleased to inform you that you have been selected for the post of Word Processing Operator.

I am attaching two copies of your employment contract giving
of full details of salary, holiday entitlement, ~~etc~~/ health insurance scheme and superannuation.

If you wish to accept this post would you please sign both copies of your contract, retain one for yourself and return the other one to me as soon as possible.

(A) We look forward to you commencing with us on (insert here the date for the first Monday of next month, please) and in the meantime if you have any queries please do not hesitate to contact me.

Paste
this
para-
graph
at
(A)

Your first few days with Zipp-Zapp will be an introduction period where you will be shown round the company, introduced to other staff members and attend our inservice Health and Safety At Work course – which we like all our new members of staff to attend. Even though you are already familiar with our WP system, Mrs Shaw, our WP Supervisor, will advise you on one or two points which are slightly different about our particular set-up.

Yours sincerely

J HARVEY (MRS)
PERSONNEL OFFICER

Encs

End of text.

Print out the amended document.

Advanced Section

Section 10

Standard letters and infilling with variables

This section looks at how standard letters may be typed and saved and at how variables may be inserted in such letters.

10.1 Standard letters

Most businesses have standard letters which are sent out to clients — perhaps calling someone for interview or letting them know an appointment time.

The standard, or 'matrix' letter is input and then saved. When it is needed, a new file is created and the standard letter is inserted into the document using the 'Insert Text' option of the Modes Menu, i.e., **f7** .

10.2 Variables

Variables, sometimes called 'fields' or 'parameters', are the information — or data — which varies from one letter to another, e.g., the date, name and address of the addressee and perhaps certain details in the letter such as an appointment date and time.

10.3 Creating a standard letter

Create a standard letter file called STDLET.001 (for Standard letter 001). You will use the standard letter in much the same way as you used the memo — inserting it into a document when required.

When you are in Editing Text Screen, delete your address — if it is there — and input the following standard letter.

Note: Please input the & where shown — these signs will be very useful to you when you have to infill the letter as you will use your **FIND** key to locate each & sign.

STDLET.001

Ref: &

&

&

&

&

&

Dear &

An appointment has been made for you to attend the Fracture Clinic at this hospital on &

If this appointment is not convenient would you please telephone 972359 ext 47 so that an alternative appointment can be arranged.

Yours sincerely

Appointments Clerk

End of text.

Would you now save this standard letter.

10.4 Infilling with variables

- » Create a new document called LESSON.010.
- » When you are in Editing Text Screen, opt for the Modes Function, **f7**, and select 'Insert Text'.
- » PRESS: **ENTER**

➤ From the directory of files displayed on your screen, select STDLET.001.

➤ PRESS: **ENTER**

➤ PRESS: **ENTER** again to confirm your selection.

On screen will be your standard letter.

This is where your **FIND** key is very useful for finding each occurrence of the & sign, which you then delete and infill with the relevant details.

In order to infill the details:

➤ Move your cursor to the top of your screen.

➤ PRESS: **FIND**

When the Find Menu appears, next to the word 'Find'

➤ TYPE: &

➤ PRESS: **ENTER**

Your cursor will then be at the first occurrence of the & next to the word Ref.

➤ Delete the & sign.

➤ TYPE: FC1/NGG

➤ PRESS: **FIND**

The & sign will still be on the Menu, so all you have to do is:

➤ PRESS: **ENTER**

➤ Delete the & sign.

➤ TYPE: 2 May 19 . .

➤ PRESS: **FIND**

➤ PRESS: **ENTER**

➤ Delete the & sign.

➤ TYPE: Mrs Y Simms

➤ PRESS: **FIND**

➤ PRESS: **ENTER**

➤ Delete the & sign.

➤ TYPE: 1 Flax Road

➤ PRESS: **FIND**

- PRESS: **ENTER**
- Delete the & sign.
- TYPE: ALTON
- PRESS: **FIND**
- PRESS: **ENTER**
- Delete the & sign.
- TYPE: GU9 4PB
- PRESS: **FIND**
- PRESS: **ENTER**
- Delete the & sign.
- TYPE: Mrs Simms
- PRESS: **FIND**
- PRESS: **ENTER**
- Delete the & sign.
- TYPE: 19 May at 2.10 pm
- Move your cursor to the end of the letter.
- PRESS: **RETURN**

You now have a personalised copy of your standard letter for Mrs Simms. Do not exit from this file yet. Instead, carry on immediately with section 10.5.

10.5 Continuous use of a standard letter

Commence a new page underneath Mrs Simms's letter by using the Page Layout Menu.

- PRESS: **f6** – the Page Layout Menu will appear.
- Make sure the highlight bar is on 'End Page Here'.
- PRESS: **ENTER**

Insert another copy of your standard letter STDLET.001, and following the procedure for infilling with variables, as detailed in section 10.4, prepare another copy of this letter as detailed below.

Ref: FC1/your initials

Date: 2 May 19 . .

Addressee: Mr J Rogers
9 Regents Place
ALTON
GU9 9XY

Salutation: Mr Rogers

Appointment date and time: 21 May at 2.00 pm.

Again put a page break after 'Appointments Clerk' and then infill
STDLET.001 with the following details:

Ref: FC/your initials

Date: 2 May 19 . .

Addressee: Mrs J Grosvenor
15 Hatfield Gardens
BENTLEY
GU16 4PX

Salutation: Mrs Grosvenor

Appointment date and time: 21 May at 3.00 pm

When you have completed this third letter,

➤ PRESS: **EXIT** and save these letters.

10.6 Printing standard letters

When you are in Disk Management Screen, make sure the file
cursor is on LESSON.010.

➤ TYPE: P

Opt to print all pages. Make sure you have paper in your printer.

➤ PRESS: **ENTER**

If you are using sheets of paper, remember that after the first
letter has been printed, you will have to place another sheet of
paper in your printer and then

➤ PRESS: **EXIT**

10.7 Consolidation

Create another standard letter called STDLET.002. This is the standard letter:

REF: JS/&

&

&

&

&

&

Dear &

Thank you for your recent application for the position of &

We would like you to attend for interview on &

Would you please confirm that you will be able to attend for interview by telephoning 928345, Ext &

Yours faithfully

J Sullivan

Personnel Officer

End of text.

Save this standard letter.

Would you now please infill three copies of this standard letter. Use your initials after the reference. The other details are as follows:

Letter 1

Date: 4 April 19 . .

Addressee; Mrs J Douglas

14 Sea View

TORQUAY

TQ2 9BB

Salutation: Mrs Douglas

Position: WP OPERATOR

Interview: 15 April at 9.30 am.

Ext: 89

Letter 2

Date: 4 April 19 . .

Addressee: Mr C White

96 Maybrook

PAIGNTON

TQ6 7BK

Salutation: Mr White

Position: WP OPERATOR

Interview: 15 April at 10.00 am

Ext: 89

Letter 3

Date: 4 April 19 . .

Addressee: Ms P Whittle

67 Barton Quay

BRIXHAM

TQ10 8YU

Salutation: Ms Whittle

Position: ACCOUNTANT

Interview: 21 April at 2.00 pm

Ext: 50

Print out these three letters with accompanying envelopes.

Section 11

Glossaries

A glossary is the creation of standard blocks or standard phrases which can be inserted easily into a document — known as 'boiler-plating'.

In business a directory would be kept with details of all the standard blocks and phrases. In this way it is quite straightforward for the person dictating (known as the author) to request the WP Operator to insert, or boilerplate, the appropriate block or paragraph into the file by referring to its code number or letter.

Locoscript offers you two glossary facilities — one for blocks of text; the other for short phrases.

Blocks are generally two or three sentences long, perhaps even a mini paragraph. They can be saved as numbers Ø–9.

Phrases are meant to be just a few words or possibly one sentence long.

11.1 Blocks

Create a new document called GLOSSARY.ØØ1. When you are in Editing Text Screen input the following seven standard blocks — numbered Ø–6. Leave at least one clear line of space between each block. Do not indent the paragraphs and do not type the numbers — they are there for reference purposes only.

Ø We wish to bring to your attention the following matter.

1 We notice from our records that your account is now overdue and we should be grateful if you would send your cheque to us by return of post.

2 We are pleased to inform you that an appointment has been made for you to see our Chief Accountant on

3 The goods you require are in stock and will be despatched from our warehouse within 7 days.

4 May I take this opportunity of thanking you for your interest in the XYZ Company.

5 Your account is now 30 days overdue and we must now ask for settlement within 7 days or legal action will be taken to recover the debt.

6 If we can be of further assistance to you, please do not hesitate to contact us.

End of text.

To save these blocks so that they can be used individually at a later stage, carry out the following procedure.

1 Move your cursor to the top of your text and place it on the 'W' of 'We', i.e., first character of the first block.

2 PRESS: **COPY**

3 Using your down arrow cursor key, move your cursor to the blank line at the end of the block.

4 PRESS: **COPY**

5 TYPE: Ø

6 PRESS: **f8** — Block Option for Text Storage Menu.

7 When the Text Storage Menu appears, make sure the highlight bar is on 'Save Block'.

8 TYPE: Ø i.e. the number of the block you want to save.

9 PRESS: **ENTER**

You will then see your directory of files on screen.

10 PRESS: **ENTER**

A menu will appear for you to type in the name of this block.

11 TYPE: Ø

12 PRESS: **ENTER**

Your first standard block has been saved as file called \emptyset .

Repeat steps 1–12 for the remaining standard blocks and number them consecutively. *Note:* Ensure that your cursor is on the first letter of the block before you PRESS: **COPY** .

When you have finished creating your block glossary, exit from this file.

11.2 Phrases

If you are using your data disk, the phrase glossary will be empty. If, however, you are using your Start-of-Day Disk, then Locoscript offers you some phrase examples and you will need to delete these before you can save the new ones. Refer back to section 6.3 regarding deleting files at Disk Management Screen if necessary.

Create a new document called GLOSSARY.002. When you are in Editing Text Screen input the following seven phrases, A–G. Leave at least one clear line of space between each phrase. Do *not* type the letters A–G.

- A Thank you for your order.
- B Thank you for your letter of
- C Further to our letter of
- D Further to our Invoice Number
- E We look forward to hearing from you.
- F We apologise for any inconvenience caused to you.
- G Yours faithfully

End of text.

Save these phrases as follows:

- 1 Move your cursor to the top of your text and make sure that it is on the 'T' of 'Thank'.
- 2 PRESS: **COPY**
- 3 Move your cursor to the blank line at the end of your first phrase.
- 4 PRESS: **COPY**
- 5 TYPE: A
- 6 Follow points 1–5 for each phrase, saving them consecutively from A–G.

Now PRESS: **f8** and have a look at the Text Storage Menu. You will see phrases A–G shown next to 'Phrases' on the menu. These are held in the computer's memory and can be used temporarily until you switch off the computer. To save these phrases permanently move the highlight bar down to 'Save All Phrases' and:

➤ PRESS: **ENTER**

The phrases have now become the phrase template PHRASES.STD and will be saved in Drive M.

➤ PRESS: **EXIT**

➤ At Disk Management Screen, move the file PHRASES.STD from Drive M to Drive A, using **f4**

11.3 Recalling standard blocks and phrases

The reason for inputting a glossary of blocks and phrases is so that you can insert them into your text where necessary.

Create a new document called LESSON.Ø11. In the following letter you are going to use blocks Ø and 1 and phrases E and G. Input the following:

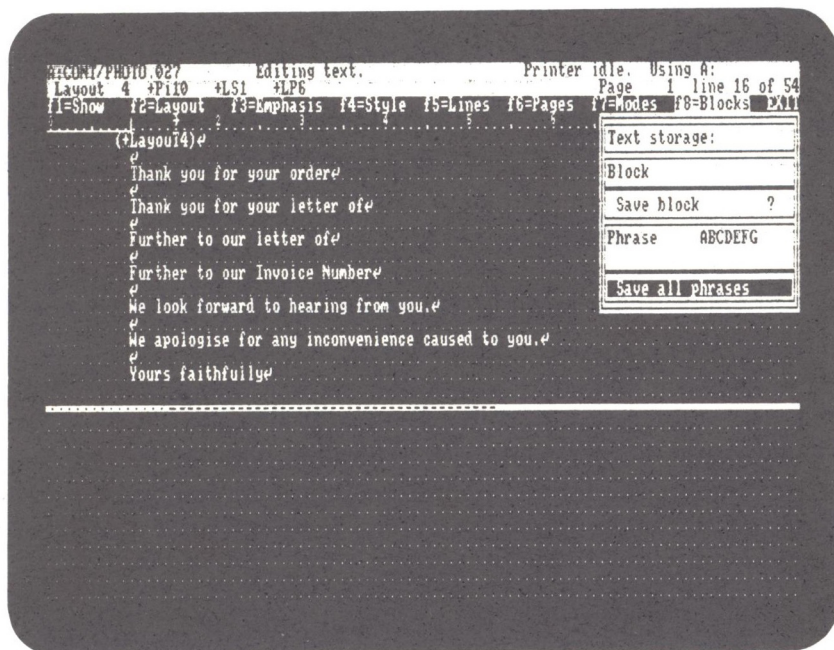


Photo 27 shows the Text Storage Menu.

Letter 1

Ref: JJ/your initials

12 June 19 . .

Mr P Farley
196 High Street
LUTON
LU9 2KR

Dear Sir
End of text.

Note: Insert block Ø here, i.e.,

➤ PRESS: **f7**

➤ When the Modes Menu appears move the highlight bar to 'Insert Text'.

➤ PRESS: **ENTER**

➤ When the directory of your files appears, move the highlight bar to Ø.

➤ PRESS: **ENTER**

➤ PRESS: **ENTER** again to confirm you want this block inserted.

Block Ø will then be inserted into your letter.

➤ PRESS: **RETURN** and insert block 1 in the same way.

➤ PRESS: **RETURN** and after block 1 has been inserted, insert phrase E into your letter as follows:

➤ PRESS: **PASTE**

➤ TYPE: E

When the phrase has been inserted into your letter,

➤ PRESS: **RETURN** and then insert phrase G in the same way.

When the phrase 'Yours faithfully' has been inserted into your letter,

➤ PRESS: **RETURN** five times and then input the designation of the person sending the letter.

➤ TYPE: **CHIEF ACCOUNTANT**

➤ PRESS: **RETURN** and create a page break, i.e.,

➤ PRESS: **f6** and with highlight bar on 'End Page Here'.

➤ PRESS: **ENTER**

Letter 2

On your new page input the following letter using the blocks and phrases where indicated:

Ref: JJ/your initials

Date: 14 July 19 . .

Addressee: Mrs P Sims

19 Tangway

LEICESTER

LE9 1CE

Dear Madam

Use phrase B, block 2, block 4 and phrase G. The date to be used in phrase B is **6 July** and in block 2 is **30 July at 2.30 pm**. After the complimentary close the letter is from the **Accounts Division**. Remember to create a page break at the end of the letter.

Letter 3

Ref: **NK/462**

Date: use today's date

Addressee: **Mr J J Singh**
Top of Town Gifts
Oxford Street
GLASGOW
GL9 10W

Dear Sir

Use phrase A, block 3, block 6 and phrase G. The letter is from the **Sales Division**. Insert a page break and then go on to the next letter.

Letter 4

Ref: **JJ/Your initials**

Date: **23 August 19 . .**

Addressee: **Mr P Farley**
196 High Street
LUTON
LU9 2KR

Dear Sir

Use phrase C, block 5 and phrase G. The date to be used in block C is **14 July**. The letter is from the **Chief Accountant**.

Now save these letters and print them out. Remember if you are using sheets of paper, rather than continuous stationery, you will have to place a sheet of paper in the printer after each letter has been printed, and then PRESS: **EXIT** in order for the next letter to be printed.

Section 12

Pagination, headers and footers

A header is a line of text printed at the top of each page of a document, e.g., an estate agent might want the line, 'Viewing by appointment only', as the header on house property details. A journalist might want to create a catch line header for her, or his, article consisting of their name and the name of the journal the article is for, e.g., 'Crafts weekly/S Daniels/Ceramics'.

A footer is the information printed at the foot of the page — it could be a page number or perhaps an advertising line, e.g., an estate agent might have the opening hours printed as a footer on house details. A journalist might have the footer 'More follows', for a multi-page document, with the word 'Ends' as the footer on the last page. Locoscript allows you to opt for all headers and footers to be the same or for the first page, or last page, to differ.

12.1 To set up a header

- Create a new document called LESSON.012.
- When you are in Editing Text Screen, select the Modes Menu, i.e., PRESS: **f7**
- Make sure the highlight bar is on 'Edit Header'.
- PRESS: **ENTER**

Notice the function keys now offer new functions. You are now in Editing Pagination Screen. You will also have four lines on screen relating to the header and footer. Look at the status line. you want Options, so

- PRESS: **f7**

Again the function keys offer new functions and your screen will now be blank. This is the Editing Header Screen. Look at the status line, and opt for the Page Size Menu, i.e.,

- PRESS: **f7**

Notice the Page Size Menu gives you the page length (70 lines for

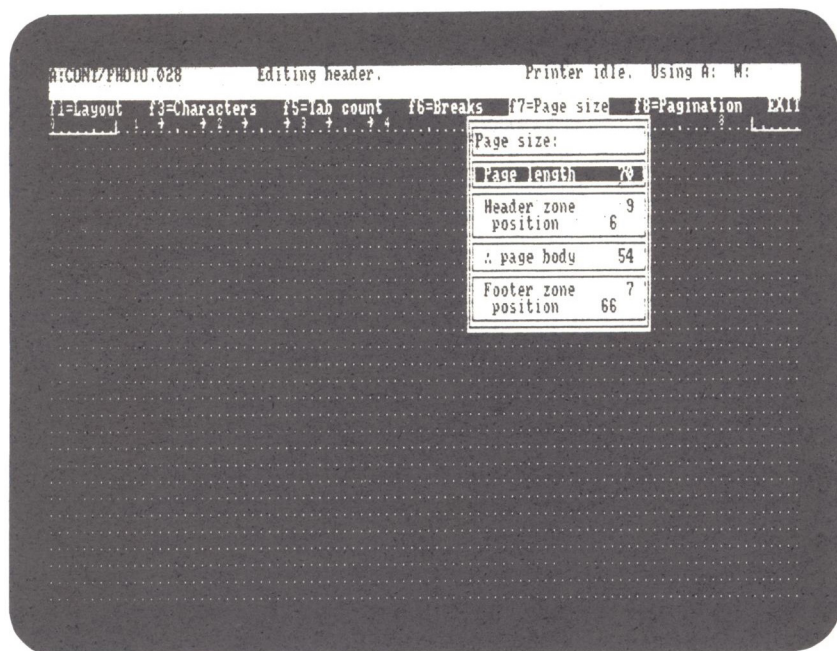


Photo 28 shows the Page Size Menu.

A4 — if you are using A5, this is where you would type in the change of size, i.e., 50 lines), the header zone, the position the header will print on (usually line 6 for A4 paper), the size of the page body (i.e., the number of lines available for text, usually 54 for A4 paper), the footer zone and the position the footer will print on (usually line 66 for A4 paper).

➤ PRESS: **ENTER** if you have changed any of the numbers; otherwise PRESS: **CAN** .

Now look at the Pagination functions.

➤ PRESS: **f8**

The Pagination Menu will now appear. This is where you can opt for the headers and footers to be the same or for the first page, or last page, to differ. Opt for 'All Pages Same' and make sure there are ticks (use **PLUS CODE KEY**) next to 'Header and Footer Enabled' for both first and last page.

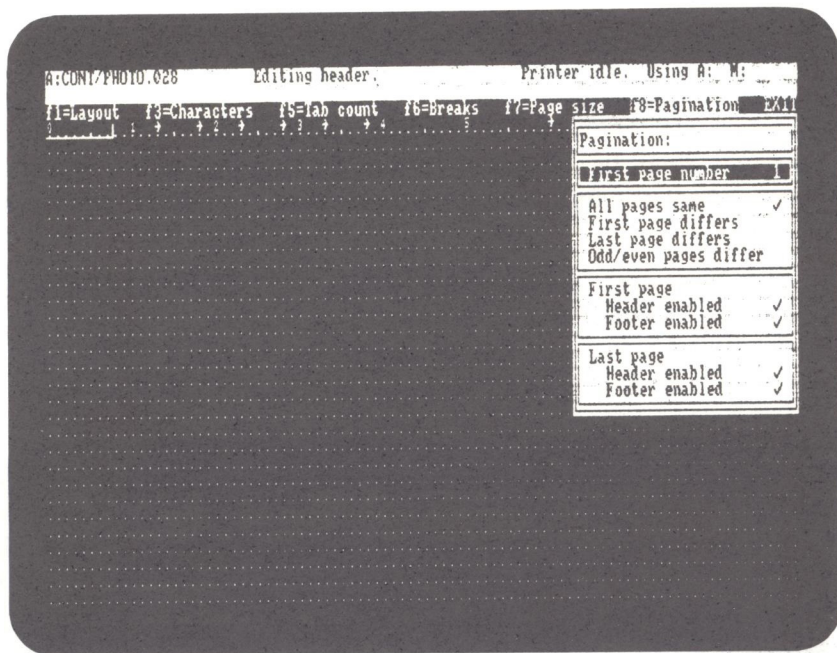


Photo 29 shows the Pagination Menu.

➤ PRESS: **ENTER**

You might like to have a look at some of the other functions offered by the function keys in this screen.

➤ PRESS: **f6** and the Page Breaks Menu will appear.

Notice the term 'Widows and Orphans'. This is a piece of word processing jargon, relating to the printing of a multi-page document when one line of a paragraph might be left on one page — or just the final line of a paragraph might be carried over to a new page. Notice you can opt to 'Prevent Widows and Orphans' — or 'Allow Widows and Orphans'.

From this menu you can also opt to 'Allow' paragraphs to be broken between one page and the next or 'Prevent' paragraph breaks.

➤ PRESS: **ENTER**

➤ PRESS: **EXIT**

You will be asked if you have finished altering the options.

» Make sure the highlight bar is on 'Confirm'.

» PRESS: **ENTER**

You will then be returned to the Editing Pagination Screen. This is where the header and footer for this exercise can be typed in.

» With your cursor above the line 'Header 1' TYPE: 17 FIVEWAYS
CLOSE MARSBURY

» Move your cursor to the line space above 'Footer 1'.

» TYPE: OPEN MON-SAT 9-6 and SUNDAY 11-4

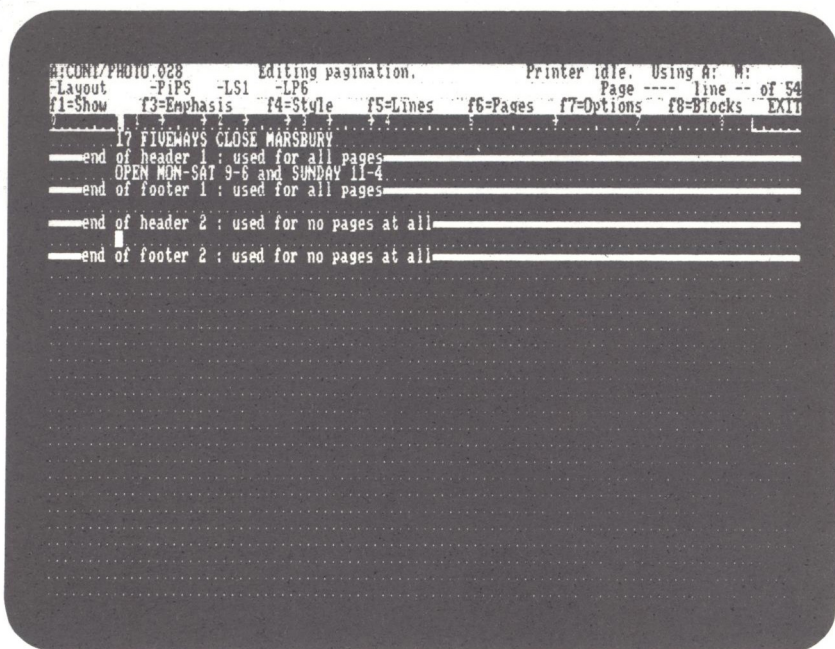


Photo 30 shows the Editing Pagination Screen with the header and footer typed in.

Having input the header and footer,

» PRESS: **EXIT** and the Exit Pagination Menu will appear.

» Make sure the highlight bar and tick are next to 'Use this Pagination'.

➤ **PRESS: ENTER**

You will then be returned to Editing Text Screen. You will not see your header and footer on the screen – they will appear on printing.

Input the following exercise.

A SPACIOUS SEMI-DETACHED PROPERTY ON THREE FLOORS WITH:

***SPACIOUS RECEPTION ROOMS**

***HALL**

***LOUNGE**

***DINING ROOM**

***BREAKFAST ROOM/KITCHEN**

***THREE BEDROOMS**

***BATHROOM**

***GARDEN**

This house is conveniently located within easy walk of shops, station and Health Centre.

CONSTRUCTION

Built at the turn of the century this property is of three floors with colour wash elevations under a tiled roof.

POSSESSION

The property offers immediate vacant possession.

THE ACCOMMODATION COMPRISES:

ENTRANCE LOBBY with light.

HALL with stairs to first floor and door to cellar.

CELLAR 13' x 12'

SITTING ROOM 15' x 12', with fitted gas fire and modern tiled fireplace.

LIVING ROOM 12' x 10' 7", open fireplace in brick surround.
Understairs cupboard.

KITCHEN with stainless steel sink unit and plumbing for automatic washing machine. Door to garden.

FIRST FLOOR

LANDING with stairs to second floor.

BEDROOM 1 12' x 11', with open fireplace.

BEDROOM 2 10' 6" x 9' 10", with fitted cupboard.

BATHROOM with panelled bath and shower unit – low level wc, wash basin, airing cupboard with hot tank.

SECOND FLOOR

GALLERIED LANDING

BEDROOM 3 17' x 10'

OUTSIDE

THE GARDEN at the rear of the property provides a lawned area, flower borders and an area reserved for vegetables. The front garden has a small flower bed area enclosed by a wall and wooden gate.

SERVICES all mains connected.

RATES rateable value £150.00. Current rates payable £220.90.

PRICE £45,500

End of text.

Proof read your document, amend it as follows and then print a copy out.

A SPACIOUS SEMI-DETACHED PROPERTY ON THREE FLOORS WITH:

Embolden

- *SPACIOUS RECEPTION ROOMS
- *HALL
- *LOUNGE
- *DINING ROOM
- *BREAKFAST ROOM/KITCHEN
- *THREE BEDROOMS
- *BATHROOM
- *GARDEN

This house is conveniently located within easy walk of shops, station, and Health Centre, and schools.

u/L CONSTRUCTION

Built at the turn of the century this property is of three floors with colour wash elevations under a tiled roof.

u/L POSSESSION

The property offers immediate vacant possession.

CUT AND
PASTE AT
(A)

Bold and
u/L THE ACCOMMODATION COMPRISES:

- :/ ENTRANCE LOBBY with light.
- :/ HALL with stairs to first floor and door to cellar.
- :/ CELLAR 13' x 12'
- :/ SITTING ROOM 15' x 12', with fitted gas fire and modern tiled fireplace.
- :/ LIVING ROOM 12' x 10' 7", open fireplace in brick surround. Understairs cupboard.

⌋ KITCHEN⌋ with stainless steel sink unit and plumbing for automatic washing machine. Door to garden.

FIRST FLOOR - Bold and u/L

LANDING⌋ with stairs to second floor. ⌋

BEDROOM 1⌋ 12' x 11', with open fireplace. ⌋

BEDROOM 2⌋ 10' 6" x 9' 10", with fitted cupboard. ⌋

BATHROOM⌋ with panelled bath and shower unit, low level wc, ⌋ wash basin, airing cupboard with hot tank.

SECOND FLOOR - Bold and u/L

GALLERIED LANDING

BEDROOM 3⌋ 17' x 10' ⌋

OUTSIDE - Bold and u/L

⌋ THE GARDEN⌋ ^{is 'L' shaped to} ^{providing} at the rear of the property provides a lawned area, flower borders and an area reserved for vegetables. The front garden has a small flower bed area enclosed by a wall and wooden gate.

SERVICES⌋ all mains connected. ⌋

PASTE (A)

RATES rateable value £150.00. ~~Current rates payable £220.90.~~ ⌋

PRICE: £45,500

End of text.

Whilst this document is printing, create a new document called LESSON.12A.

When you are in Editing Text Screen, create a new header — **3 QUEENS COTTAGES, FERRY ROAD, JUNESBURY**. For the footer you can either use the same one as before, **OPEN MON-SAT 9-6 AND SUNDAY 11-4** or you might like to try page numbering (pagination).

12.2 Pagination

If you have version 1.0 of Locoscript you will find it very difficult to number pages. With version 1.2 pagination is much easier. Follow the instructions carefully.

From Editing Text Screen, select the Modes Menu, i.e.,

» PRESS: **f7**

With your highlight bar on 'Edit Header'

» PRESS: **ENTER**

Select Options, i.e.,

» PRESS: **f7**

Having selected the Options Screen,

» PRESS: **f8** , the Pagination Menu.

If you want page numbering to commence at number 1, make sure the figure 1 is next to 'First Page Number' on the Pagination Menu.

» PRESS: **ENTER**

» PRESS: **EXIT**

When the Finish Altering Options Menu appears, make sure the highlight bar is on 'Confirm'.

» PRESS: **ENTER**

When the Editing Pagination Screen re-appears, move your cursor to the blank line above 'FOOTER 1' and use the codes 'C' to centre and 'PN' to insert the page number as follows:

» PRESS: **PLUS CODE KEY**

» TYPE: C

➤ PRESS: **PLUS CODE KEY**

➤ TYPE: PN

Then immediately,

➤ TYPE: = i.e., the equals sign — one for each digit in your page numbering.

➤ PRESS: **EXIT**

The Exit Pagination Menu will then appear. Make sure the highlight bar is on 'Use this Pagination'.

➤ PRESS: **ENTER**

You will then be returned to Editing Text Screen. Would you please input the following;

Note: Leave space for the photograph where indicated.

CASTLE AND BROWN ARE PLEASED TO BE THE SOLE
AGENTS FOR THIS FREEHOLD CHARMING QUAIN
TERRACED COTTAGE

3" or 75mm

The cottage was built in Victorian times and is set within a quiet road not far from the river. Although recently modernised it still retains some original features.

- *DINING ROOM
- *SITTING ROOM
- *KITCHEN
- *2 BEDROOMS
- *BATHROOM
- *GARDEN

THE ACCOMMODATION COMPRISES;

HALL with stairs to first floor

DINING ROOM 10' 5" x 12', understairs cupboard. Double glazed window.

SITTING ROOM 10' 5" x 12', open fireplace with wood burning stove.

KITCHEN 6' x 9', stainless steel double drainer sink. Fitted cupboards. Door to garden.

FIRST FLOOR

BEDROOM 1 10' 5" x 12', fitted cupboard.

BEDROOM 2 12' 3" x 10' 6", built-in wardrobe with louvre doors. Double glazed window.

BEDROOM 3 6' x 12', original restored bath with mixer taps and shower unit. Wash hand basin, low level wc, heated towel rail, airing cupboard and water tank.

GARDEN

50' rear garden mostly laid to lawn with 3 fruit trees. Garden shed. Outside wc with mahogany seat. Small front garden with flower beds enclosed by ornamental wall and wrought iron gates.

SERVICES All main services available.

RATES Rateable value — £190.00, rates payable £206.20.

PRICE £50,950.

VIEWING STRICTLY BY APPOINTMENT ONLY WITH CASTLE
AND BROWN BY TELEPHONING JUNESBURY 978665.

End of text.

Proof read your document and then amend it as follows:

CASTLE AND BROWN ARE PLEASED TO BE THE SOLE
AGENTS FOR THIS FREEHOLD ~~CHARMING~~ QUAIN⁷
TERRACED COTTAGE

Reduce space
to
2" or 50mm

The cottage was built in Victorian times and is set within a quiet
road not far from the river. Although recently modernised it still
retains ^{many} ~~some~~ original features.

Embolden

- *DINING ROOM
- *SITTING ROOM
- *KITCHEN

Embolden

*2 BEDROOMS

*BATHROOM

*GARDEN

Insert at ①: BATHROOM 6' x 12',
original restored bath with
mixer taps. Wash hand basin.
Low level W.C. Airing cupboard.
Hot water tank.

THE ACCOMMODATION COMPRISES:

HALL with stairs to first floor

DINING ROOM 10' 5" x 12', understairs cupboard. Double glazed window.

SITTING ROOM 10' 5" x 12', open fireplace with wood burning stove.

KITCHEN 6' x 9', stainless steel double drainer sink. Fitted cupboards. Door to garden.

Pine panelled walls, new flooring. Ceiling light track with spotlight.

①

FIRST FLOOR

BEDROOM 1 10' 5" x 12', fitted cupboard.

BEDROOM 2 12' 3" x 10' 6", built-in wardrobe with louvre doors. Double glazed window.

BEDROOM 3 6' x 12', original restored bath with mixer taps and shower unit. Wash hand basin, low level wc, heated towel rail, airing cupboard and water tank.

GARDEN

50' rear garden mostly laid to lawn with 3 fruit trees. Garden shed. Outside wc, with mahogany seat. Small front garden with flower beds enclosed by ornamental wall and wrought iron gates. Hard standing for car.

SERVICES All main services available.

RATES Rateable value – £190.00, rates payable £206.20.

②

PRICE £50,950.

**VIEWING STRICTLY BY APPOINTMENT ONLY WITH CASTLE
AND BROWN BY TELEPHONING JUNESBURY 978665.**

End of text.

CUT AND PASTE
AT ③

Having made these corrections, print out a copy of this document.

Section 13

Printing in columns

A really nice feature of Locoscript, version 1.2, is its ability to offer printing in columns. You need 1.2 to do this as you have to be able to select the pages you want to type. Unfortunately, version 1.0 does not offer you this facility.

To print out a document in two columns — perhaps the staff newsletter or community newsheet—you will need to set quite a short printing line.

Create a document called LESSON.0 13. In Editing Text Screen, select **f2**, the Layout Menu and opt for a pitch of 10, and justification 'on'. Set the left margin at 5 and the right at 35.

Input the following Staff Newsletter.

STAFF NEWS ← Embolden, 10 pitch, double width.

STAFF DEVELOPMENT ← bdd

italics { FINAL CHANCE!! Remember if you are interested in the Information Technology Staff Development Program, would you please make sure that you see Dave Roberts in Personnel before the end of this month.

SUMMER BARBECUE ← bdd

italics { The Staff Association will be holding the summer barbecue at Hood Green on Saturday, 5 July at 8.00 pm.
Tickets are now on sale from Sheila Cliff in Reception, Tom Stokes in Sales or June Griffiths in Purchasing. The cost will be £3.00 for a single ticket or £4.50 for a double ticket. Food, wine,

italics { music and festivities are, of course, all included!
As long as the weather stays fine it should be a really good evening
— and this year the charity we are supporting is OXFAM.

YOUTH TRAINING SCHEME ← bold

italics { After consultation with the Unions, from September we will be
employing four young people under the Government's Youth
Training Scheme. Placements have yet to be finalised but it looks
at the moment as if they will be in the Administrative Section and
attend the local Technical College one day each week.

HELLO ← bold

italics { Hello and welcome to Charles Finnegan who has joined the
Resources Staff replacing Karen Jones who left last month. If
you are involved with off-site demonstrations or exhibitions
then call in and see Charles regarding visual aids.

... AND GOODBYE ← bold

italics { I know everyone will join with me in wishing Phil Green every
success in his new post at Harringtons. Phil leaves us on 31 May
and to help him on his way a farewell gathering will be held in
the Conference Room on Friday, 31 May at 3.30 pm. See you all
then!

STAFF NEWS ITEMS ← bold

italics { A reminder that any items for Staff News must be with me by the
10th of the month for inclusion in the newsletter.

So please send your news to me:

Rosie James

Italics { Secretary of the Staff Association
Director's Office
Maynard Building.

End of text.

Save this document and then when you are in Disk Management Screen, opt to print the first page only, i.e.,

» TYPE: P

When the print menu appears,

» Move the highlight bar down to 'Print Some Pages'.

» PRESS: **ENTER**

» Move the highlight bar from the 'From Page 1' line to the 'To Page' line.

» TYPE: 1

» PRESS: **ENTER** twice.

Having opted to print page 1 only — this will be the left column of text.

» When you have had page 1 printed, place the paper back into your printer ready for page 2 — which will be the right column of text.

» PRESS: **EXIT**

In order to print page 2, you must change the offset. To do this:

» PRESS: **PTR**

» PRESS: **f3**

When the Offset Menu appears,

» Move the highlight bar down to Offset.

» TYPE: 40

» PRESS: **ENTER** twice

» PRESS: **EXIT**

» TYPE: P

When the print menu appears,

» Move the highlight bar down to 'Print Some Pages'.

➤ PRESS: **ENTER**

➤ With the highlight bar on 'From Page', overtype the figure 1

➤ TYPE: 2

➤ PRESS: **ENTER**

➤ Make sure that next to 'To Page' you have the figure 2.

➤ PRESS: **ENTER**

Having opted to print page 2 only, page 2 will be printed as the right hand column on your paper.

Note: For subsequent pages, should you have them, you should change the Offset back to 0 (highlight bar on Offset, PRESS: **MINUS CODE KEY**), and then opt to print page 3. To print page 4, it would be the same procedure as for page 2, i.e., change the Offset to 40 before commencing the print out.

Appendix 1

Glossary of codes

Bold

- PRESS: **PLUS CODE KEY**
- TYPE: **B**
- TYPE: Text to be emboldened
- PRESS: **MINUS CODE KEY**
- TYPE: **B**

Centre

- PRESS: **PLUS CODE KEY**
- TYPE: **C**
- TYPE: Text to be centred
- PRESS: **RETURN**

Italic

- PRESS: **PLUS CODE KEY**
- TYPE: **I**
- TYPE: Text to be italicised
- PRESS: **MINUS CODE KEY**
- TYPE: **I**

Keep lines together

- PRESS: **PLUS CODE KEY**
- TYPE: **K** followed by the number, e.g. 5

Line spacing

- PRESS: **PLUS CODE KEY**
- TYPE: **LS** followed by the number, e.g. 2
- PRESS: **ENTER**

Pitch

- » PRESS: **PLUS CODE KEY**
- » TYPE: P followed by the size of pitch, i.e. 10
- » PRESS: **ENTER**

Page number

- » PRESS: **PLUS CODE KEY**
- » TYPE: PN

Right justify

- » PRESS: **PLUS CODE KEY**
- » TYPE: RJ
- » TYPE: Text to be right justified.
- » PRESS: **RETURN**

Subscript

- » PRESS: **PLUS CODE KEY**
- » TYPE: SB
- » TYPE: Text to be subscripted
- » PRESS: **MINUS CODE KEY**
- » TYPE: SB

Superscript

- » PRESS: **PLUS CODE KEY**
- » TYPE: SR
- » TYPE: Text to be superscripted
- » PRESS: **MINUS CODE KEY**
- » TYPE: SR

Underline

- » PRESS: **PLUS CODE KEY**
- » TYPE: UL
- » TYPE: Text to be underlined

» PRESS: **MINUS CODE KEY**

» TYPE: **UL**

Underlining individual words

» PRESS: **PLUS CODE KEY**

» TYPE: **W**

» TYPE: Words to be underlined




» PRESS: **MINUS CODE KEY**

» TYPE: **UL**

Appendix 2

Text editing symbols

If you are new to text editing, you probably will not be familiar with some of the text editing symbols – or correction signs. Below are some of the more common text editing correction signs usually written in by hand by the author of the text.

Sign	Mark in text	Meaning
L/c	<u>Section</u>	= lower case 's' for 'section'
u/c	<u>Locoscript</u>	= Upper case 'L'
N/P	or 	= new paragraph
run on		= do not start new paragraph
e/	Inst	= Insert the letter 'e'
stet	a lot of	= type in crossed out word
	Am [^] strad	= close up space
u/l	<u>Locoscript</u>	= underline
	<u>Locoscript</u>	= Upper case
	<u>Locoscript</u>	= spaced capitals
↻ 2		= transpose vertically
		= Move, or input, at point shown
9		= delete

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